

Welcome

Slide notes: Welcome to the Training Module on Opening a Complete Voluntary Bankruptcy Case in CM/ECF.

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move back or to rewind to the beginning of the lesson. The playback controls also include a **Pause/Play** toggle button. If you pause the lesson, click the **Pause/Play** button again to resume.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **Speaker** button to toggle audio on or off.

Exit the Lesson: To exit the lesson, click the **X** in the playback controls or the upper right corner of the lesson window.

Begin the Lesson: Click the **Start** button when you are ready to begin.



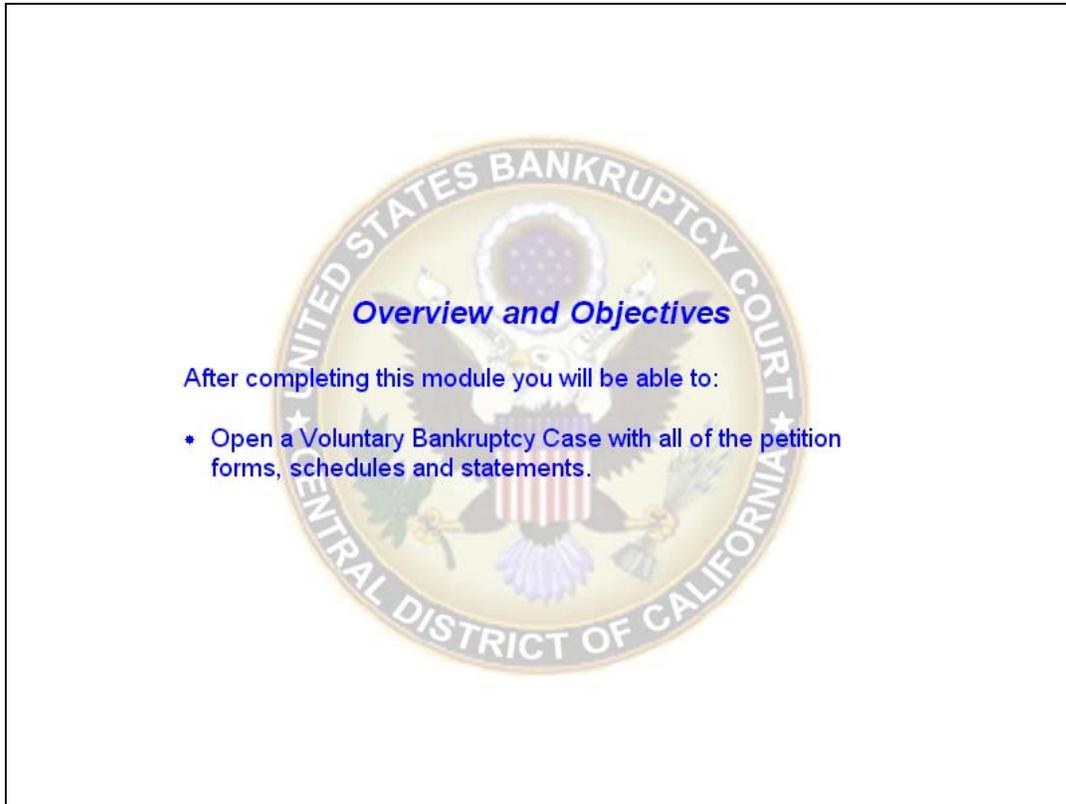
Navigation

Slide notes: Displayed are the Navigation Instructions for this module.

Before you begin the lesson, please read the instructions.

If you are unable to see the playback control bar at the bottom of the screen, press the F-11 key. This may resolve the problem.

Click the Start button when you are ready to begin.



Objectives

Slide notes: After completing this module you will be able to:

Open a Voluntary Bankruptcy Case with all of the petition forms, schedules and statements.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Click Here

Select the Bankruptcy link



**U.S. Bankruptcy Court
Central District Of California**

Official Court Electronic Document Filing System

***** Attention CM/ECF Users *****

Los Angeles Division (only) cases that were closed January 21, 2001 or prior can be accessed through the [Los Angeles PACER archive System](#).

Should you have any questions, please contact the ECF Help Desk at (213) 894-2365.

Slide 4
Slide notes: From the Main Menu bar, Select Bankruptcy.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. Below the navigation bar, the main content area is titled "Bankruptcy Events" in a yellow box. A list of menu items is displayed, including "BK - Answer/Response...", "BK - Appeal", "BK - Case Upload", "BK - Creditor Maintenance...", "BK - Judge/Trustee Assignment", "BK - Lodge Orders (upload)", "BK - Open Voluntary Case", "BK - Other", "BK - Plan", "BK - Fil", "BK - Motion", "BK - Notice", and "BK - Non-Asset". A red box highlights the "Open Voluntary Case" link, with a callout box pointing to it that says "Click here." Another callout box points to the same link with the text "Select: Open Voluntary Case." To the right of the main list, there is a section titled "New R3 Menu Items" with a link for "BK - Case Upload".

Slide 5
Slide notes: The Bankruptcy Events screen displays. Select Open Voluntary Case.

The screenshot shows the 'Open Voluntary Bankruptcy Case' form in the ECF system. The form is titled 'Open Voluntary Bankruptcy Case' and is located under the 'Bankruptcy' menu. The form contains the following fields:

- Case type: bk
- Date filed: 8/5/08
- Chapter: 7
- Joint Petition: n
- Deficiencies: n

There are two callouts on the form:

- A red callout box with the text 'Click here' pointing to the Chapter field.
- A green callout box with the text 'Click the drop-down arrow' pointing to the drop-down arrow on the Chapter field.

At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Slide 6

Slide notes: The Open Voluntary Bankruptcy Case screen displays. The case type is defaulted to "bk" for bankruptcy and the date filed is defaulted to the date you are filing the bankruptcy. To view chapter choices, click the drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Case type bk
Date filed 8/5/2008
Chapter 7
Joint Petition
Deficiencies

Next Clear

Click here

Select: 7

Slide 7

Slide notes: For this exercise, select Chapter 7.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Case type bk
Date filed 8/5/2008
Chapter 7
Joint Petition n
Deficiencies n

Click here
Click the drop-down arrow

Next Clear

Slide 8

Slide notes: The joint petition field defaults to n for no, click the drop-down arrow to view other choices.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Case type bk
Date filed 8/5/2008
Chapter 7
Joint Petition n
Deficiencies n

Next Clear

Click here

Select: n

Slide 9

Slide notes: This is not a joint petition, therefore select n.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Case type bk
Date filed 8/5/2008
Chapter 7
Join [Click here.](#) Click the **drop-down arrow.**
Deficiencies n
Next Clear

If you are NOT SUBMITTING:

- All Petition Forms
- All Schedules
- All Statements

Your case is **DEFICIENT.**

Change the **Deficiencies** field to **Y** for **YES.**

Slide 10
Slide notes: The deficiencies field defaults to n for no. When filing a case, review all of the forms in the petition packet. If you are not submitting all of the petition forms, schedules and statements, you must change the deficiencies field to y for yes. Click the drop-down arrow to view your choices.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Case type bk
Date filed 8/5/2008
Chapter 7
Joint Petition n
Deficiencies n

Next Clear

Click here.

Select n.

Slide 11

Slide notes: For this exercise, you are filing a complete case. Select n.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Case type bk
Date filed 8/5/2008
Chapter 7
Joint Petition n
Filing Office
Next Clear
Click Next

Slide 12
Slide notes: Click Next.

The screenshot shows the ECF (Electronic Case Filing) system interface for 'Open Voluntary Bankruptcy'. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is 'Open Voluntary Bankruptcy'. Below this is a search form titled 'Search for a debtor'. The form contains several input fields: 'SSN', 'Tax Id', 'Last/Business name', 'First Name', and 'Middle Name'. There are also 'Search' and 'Clear' buttons. Three callout boxes provide instructions: a red box above the SSN field says 'Type SS # correctly, then click Search.'; a green box above the SSN field says 'Type Social Security Number: 891-66-5412 then Click Search'; and a green box below the 'Search' button says 'Click Search'.

Slide 13

Slide notes: The Search for a debtor screen displays. This screen allows you to search the CM/ECF database to confirm if the debtor has existing records from a previous filing.

You may search by social security number, tax id, last name, first and middle name.

For this exercise, enter the Social Security Number as displayed on screen, then click Search.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Search for a debtor

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results [Search Results](#)

No person found [Click here.](#)

[Click Create new party](#)

Slide 14

Slide notes: The Search for a debtor screen reloads with the Party Search Results. If there are search results, a box with the name or names from the search results displays. You may highlight and review party information, and select if applicable. If a party is found with that Social Security Number and the address is different, select that party and update the address information.

When there are no search results, you must create a new party. As seen on screen there is no person found with the social security number that was entered. You can now click on Create New Party to continue.

The screenshot shows the ECF Debtor Information form. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The form title is "Debtor Information". The form contains several input fields: Last name, First name, Middle name, Generation, Title, SSN, Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, and Party text. There are also buttons for Alias..., Corporate parent..., Review..., Submit, Cancel, and Clear. A note at the bottom right says "Add all aliases and corporate parents before clicking the Submit button." Two callout boxes are present: a red one pointing to the Last name field with the text "Type Last Name: Jones and press the Tab key", and a green one pointing to the Middle name field with the text "Type Last Name: Jones and press the Tab key".

Slide 15

Slide notes: The Debtor Information screen displays. Enter the debtor's personal information as instructed, pressing the tab key after each entry. Begin by typing the last name.

ECF Bankruptcy • Adversary • Query • [Online](#) Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="891-66-5412"/> <input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Country	<input type="text"/>
E-mail	<input type="text"/>	Fax	<input type="text"/>

Party text

Add all aliases and corporate parents before clicking the Submit button.

Annotations:
- Red box around First name field with callout: "Type First Name: Joanne and press the Tab key"
- Green box around Generation field with callout: "Type First Name: Joanne and press the Tab key"

Slide 16
Slide notes: Type the first name.

The screenshot shows the ECF Debtor Information form. The form includes fields for Last name (Jones), First name (Joanne), Middle name, Generation, SSN (891-66-5412 and 222-11-1234), Tax ID, Office, and Address 1. A red box highlights the Address 1 field with a callout: "Type Address: 5180 Flower St and press the Tab key". A larger red box contains the instruction: "If the Debtor has both a physical and a mailing address, always enter the physical address." A green box also points to the Address 1 field with the same instruction: "Type Address: 5180 Flower St and press the Tab key". At the bottom, there are buttons for Alias..., Corporate parent..., Review..., Submit, Cancel, and Clear, along with a note: "Add all aliases and corporate parents before clicking the Submit button."

Slide 17

Slide notes: If the Debtor has both a physical and a mailing address, always enter the physical address. Type the address as instructed on screen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text" value="Joanne"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="991-66-5412"/>	Title	<input type="text"/>
Office	<input type="text" value="Type City: Los Angeles and press the Tab key"/>	Tax ID	<input type="text"/>
Address 1	<input type="text" value="5180 Flower St"/>	Address 2	<input type="text"/>
Address 3	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>
Zip	<input type="text"/>	Phone	<input type="text" value="Type City: Los Angeles and press the Tab key"/>
E-mail	<input type="text"/>	Fax	<input type="text"/>

Party text

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

Submit Cancel Clear

Slide 18

Slide notes: Type the city.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text" value="Joanne"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="891-66-5412"/> <input type="text" value="222-11-1234"/>	Title	<input type="text"/>
Office	<input type="text"/>	Tax ID	<input type="text"/>
Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Los Angeles"/>	State	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Party text

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

Submit Cancel Clear

Type State: CA and press the Tab key

Type State: CA and press the Tab key

Slide 19
Slide notes: Type the State.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text" value="Joanne"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="891-66-5412"/> <input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="5180 Flower St"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Zip	<input type="text"/>

Party text

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

Submit Cancel Clear

Type Zip Code: 90012 and press the Tab key

Type Zip Code: 90012 and press the Tab key

Slide 20
Slide notes: Type the Zip Code.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text" value="Joanne"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="891-66-5412"/> <input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="5180 Flower St"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>
Country	<input type="text" value="▼"/>	Zip	<input type="text" value="90012"/>
Phone	<input type="text"/>	Country	<input type="text"/>
E-mail	<input type="text"/>		

Party text

 Add all aliases and corporate parents before clicking the Submit button.

Click Here (points to County dropdown arrow)

Click the drop-down arrow (points to County dropdown arrow)

Slide 21

Slide notes: Click the County drop-down arrow.

The screenshot shows a web form for entering debtor information. On the left is a dropdown menu for counties, with 'Los Angeles' selected and highlighted in blue. A red callout box with the text 'Click here' points to the 'Los Angeles' option. A green callout box with the text 'Select: Los Angeles' also points to the same option. The form fields include: First name (Joanne), Generation, Title, Tax ID, Address 1 (5180 Flower St), Address 3, State (CA), Zip (90012), Country, and Fax. At the bottom, there are buttons for 'Alias...', 'Corporate parent...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all aliases and corporate parents before clicking the Submit button.'

Slide 22
Slide notes: Select Los Angeles.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text" value="Joanne"/>		
Middle name	<input type="text"/>	Generation	<input type="text"/>	Title	<input type="text"/>
SSN	<input type="text" value="891-66-5412"/>	222-11-1234	Tax ID	<input type="text"/>	
Office	<input type="text"/>	Address 1	<input type="text" value="5180 Flower St"/>		
Address 2	<input type="text"/>	Address 3	<input type="text"/>		
City	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>	Zip	<input type="text" value="90012"/>
County	<input type="text" value="Los Angeles"/>	Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				

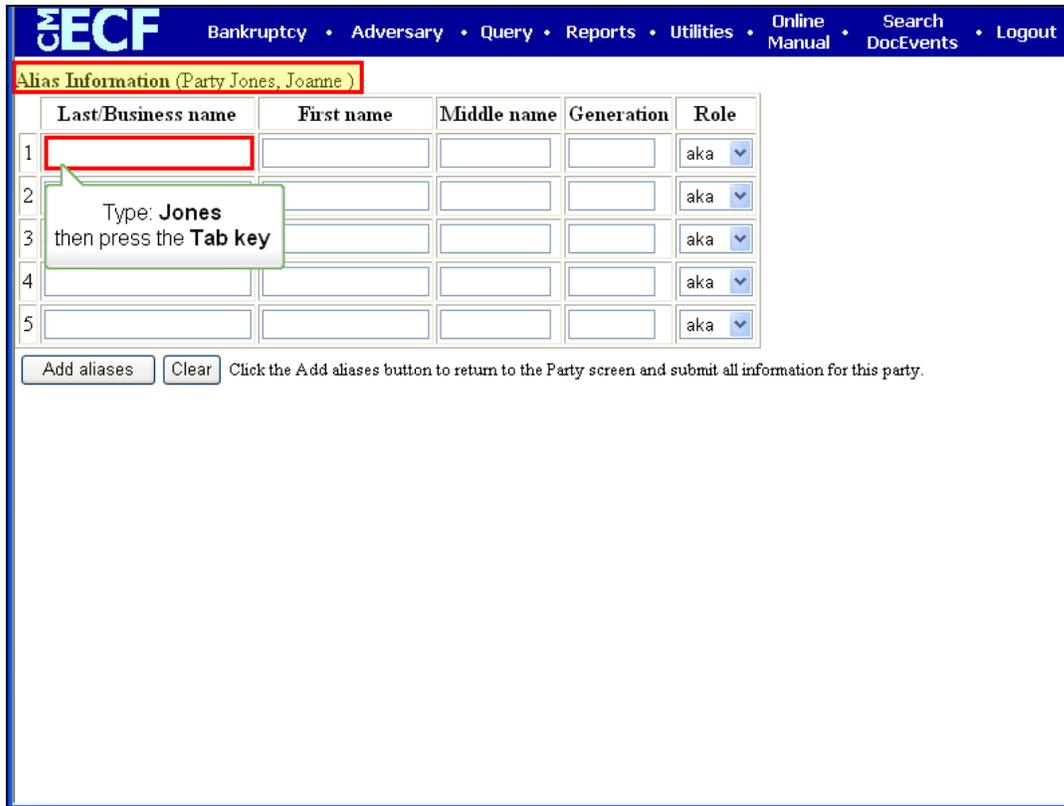
Party text

[Click here](#)

Add all aliases and corporate parents before clicking the Submit button.

Slide 23

Slide notes: If the debtor has one or more aliases you must include them.
For this exercise, Click Alias.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Alias Information (Party Jones, Joanne)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼

Click the Add aliases button to return to the Party screen and submit all information for this party.

Slide 24

Slide notes: The Alias Information screen displays. You may enter up to 5 aliases. For this exercise type the Last Name as instructed on screen. Press the Tab key after each entry.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Alias Information (Party Jones, Joanne)

	Last/Business name	First name	Middle name	Generation	Role
1	Jones	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>

Click the Add aliases button to return to the Party screen and submit all information for this party.

Type: **Joanne** then press the **Tab** key

Slide 25
Slide notes: Type the first name.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Alias Information (Party Jones, Joanne)

	Last/Business name	First name	Middle name	Generation	Role
1	Jones	Joanne	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka <input type="button" value="v"/>

Click the Add aliases button to return to the Party screen and submit all information for this party.

Type: Alex then press the Tab key

Slide 26
Slide notes: and the middle name.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Alias Information (Party Jones, Joanne)

	Last/Business name	First name	Middle name	Generation	Role
1	Jones	Joanne	Alex		aka 
2					aka 
3					aka 
4					aka 
5					aka 

Click the Add aliases button to return to the Party screen and submit all information for this party.



Slide 27

Slide notes: Next, select the role of the alias. Click on the drop-down arrow to view your options.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Alias Information (Party Jones, Joanne)

	Last/Business name	First name	Middle name	Generation	Role
1	Jones	Joanne	Alex		aka
2					aw
3					dba
4					faw
5					fdb
					fka
					pdba
					pka
					ta
					whi
					wwi

Click the Add aliases button to return to the Party screen and select information for this party.

Click here (points to 'aka' role)

Select aka (points to 'aka' role)

Slide 28
Slide notes: Select aka for also known as.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Alias Information (Party Jones, Joanne)

	Last/Business name	First name	Middle name	Generation	Role
1	Jones	Joanne	Alex		aka
2					aka
3					aka
4					aka
5					aka

Click here

Click the Add aliases button to return to the Party screen and submit all information for this party.

Click Add aliases

Slide 29

Slide notes: To return to the Debtor Information screen, click Add Aliases.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	Jones	First name	Joanne		
Middle name		Generation		Title	
SSN	891-66-5412	222-11-1234	Tax ID		
Office		Address 1	5180 Flower St		
Address 2		Address 3			
City	Los Angeles	State	CA	Zip	90012
County	Los Angeles	Country			
Phone		Fax			
E-mail					

Party text

Alias... Corporate parent... **Click here.** Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear **Click Review**

Slide 30

Slide notes: To confirm the addition, click Review.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Review attorneys, aliases and corporate parents

Joanne Jones

Uncheck to remove from list

Attorneys added:
None added.

Aliases added:
 Jones, Joanne Alex (aka)

Corporate parents added:
None added.

Click here.

Click Return to Party screen

Slide 31

Slide notes: The review attorneys, aliases, and corporate parents screen displays. Notice a check mark in the box next to the aliases you have added. If any of the additions are incorrect, uncheck the box to remove the alias from the list. For this exercise, the information is correct.

Click Return to Party screen.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Debtor Information

Last name	<input type="text" value="Jones"/>	First name	<input type="text" value="Joanne"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="891-66-5412"/> <input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="5180 Flower St"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Los Angeles"/>	State	<input type="text" value="CA"/>
County	<input type="text" value="Los Angeles"/>	Zip	<input type="text" value="90012"/>
Phone	<input type="text"/>	Country	<input type="text"/>
E-mail	<input type="text"/>	Fax	<input type="text"/>

Party text

Alias Add all aliases and corporate parents before clicking the Submit button.

Slide 32

Slide notes: You have now returned to the debtor information page. Click Submit.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main section is titled "Debtor Information" and contains various input fields for personal and contact details. The fields are filled with the following information: Last name: Jones; First name: Joanne; Middle name: (empty); Generation: (empty); Title: (empty); SSN: 891-66-5412 222-11-1234; Tax ID: (empty); Office: (empty); Address 1: 5180 Flower St; Address 2: (empty); Address 3: (empty); City: Los Angeles; State: CA; Zip: 90012; County: Los Angeles; Country: (empty); Phone: (empty); E-mail: (empty); Party text: (empty). A warning pop-up window from Microsoft Internet Explorer is overlaid on the form, displaying a yellow warning icon and the text "Warning". A red box highlights the "Click here" button, and a green box highlights the "Click OK" button. Below the form, there are buttons for "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A note states: "Add all aliases and corporate parents before clicking the Submit button."

Slide 33

Slide notes: A pop-up window displays warning that a tax ID has not been entered. Disregard the warning and click OK.



Slide 34

Slide notes: The information on this screen is in reference to which Divisional Office your case is assigned to according to the zip code entered. The Divisional Office will reflect either: Santa Barbara, Woodland Hills, Los Angeles, Santa Ana or Riverside. If the information is incorrect, you must restart the filing process by selecting Bankruptcy from the Main Menu bar.

For this exercise, the information is correct. Click Next.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a voluntary bankruptcy case. The page title is "Open Voluntary Bankruptcy Case". The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The form contains several fields and sections:

- Prior filing within last 8 years:** A dropdown menu currently set to "no". A red callout box points to the dropdown arrow with the text "Click here."
- Fee status:** A dropdown menu currently set to "Paid". A green callout box points to the dropdown arrow with the text "Click the drop-down arrow".
- Nature of debt:** A dropdown menu.
- Asset notice:** A dropdown menu currently set to "No".
- Estimated number of creditors:** A dropdown menu.
- Estimated assets:** A dropdown menu.
- Estimated liabilities:** A dropdown menu.
- Type of debtor:** Radio button options: Individual (selected), Corporation (includes LLC & LLP), Partnership, and Other.
- Nature of business:** Radio button options: Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, Other, and Tax-Exempt Entity (checkbox).

At the bottom left, there are "Next" and "Clear" buttons. A green callout box at the bottom center contains the text "Click here for Closed Captioning."

Slide 1

Slide notes: The Statistical Information screen displays. Remember to have the information for estimated number of creditors, estimated assets and estimated liabilities ready.

The first field, prior filing within last 8 years, automatically defaults to no. Click the drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years no yes

Fee status yes no

Nature of debt No Yes

Asset notice No Yes

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Slide 2

Slide notes: For this exercise, the debtor has not filed bankruptcy within the last 8 years, therefore select no.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other
- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Slide 3
Slide notes: The Fee Status field automatically defaults to Paid. Click the drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status Click here

Nature of debt Click Box

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

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

Nature of business

- Health Care Business
- Asset Real Estate
- Broker
- Commodity Broker
- Bank
- Exempt Entity

Note:
Electronically Filed documents
must always be "Paid."

Slide 4

Slide notes: The drop-down menu displays possible payment options: Installment, Paid, Fee not Paid, IFP Filing Fee Waived.

Note: While there are various payment options, an attorney who is electronically filing should not change the Paid selection. Electronically filed documents must always be Paid.

Therefore click Paid.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status Click here.

Nature of debt Click the drop-down arrow

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Slide 5
Slide notes: Click the Nature of Debt field drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: business

Estimated number of creditors: [dropdown]

Estimated assets: [input]

Estimated liabilities: [dropdown]

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Slide 6
Slide notes: Displayed are 2 options, business or consumer, relating to the type of debt. For the purpose of this exercise, select consumer.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Slide 7
Slide notes: The Asset Notice field defaults to no. Do not change this field, as it is automatically populated based on the chapter of bankruptcy you selected earlier.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Broker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Click here

Click the drop-down arrow

Next Clear

Slide 8
Slide notes: Enter the estimated number of creditors by first clicking the drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors

Estimated assets: 1 - 49

Estimated liabilities: 50 - 99

100 - 199

200 - 999

1,000 - 5,000

5,001 - 10,000

10,001 - 25,000

25,001 - 50,000

50,001 - 100,000

Over 100,000

Next Clear

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Click here

Select: 1 - 49

Slide 9

Slide notes: According to information from the petition, select the number of creditors. For this exercise, select 1-49.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 1 - 49

Estimated assets []

Estimated liabilities: []

Type of debtor

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

Nature of business

- Health Care Business
- Real Estate
- Retail
- Stockbroker
- Commodity Broker
- Other
- Tax-Exempt Entity

Next Clear

Slide 10
Slide notes: The next field is for Estimated Assets. Refer to the Petition to select the correct amount. Click the drop-down arrow to view the amounts.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 1 - 49

Estimated assets

Estimated liabilities

- \$0 to \$50,000
- \$50,001 to \$100,000
- \$100,001 to \$500,000
- \$500,001 to \$1 million
- \$1,000,001 to \$10 million
- \$10,000,001 to \$50 million
- \$50,000,001 to \$100 million
- \$100,000,001 to \$500 million
- \$500,000,001 to \$1 billion
- More than \$1 billion

Next Clear

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Click here

Select: \$500,001 to \$1 million

Slide 11

Slide notes: Select \$500,001 - \$1 million.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 1 - 49

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

Estimated liabilities:

Type of debtor:
 Individual
 Corporation (includes LLC & LLP)
 Partnership
 Other

Nature of business:
 Health Care Business
 Single Asset Real Estate
 Railroad
 Broker
 Commodity Broker
 Clearing Bank

Next Clear

Slide 12

Slide notes: The Estimated Liabilities field is similar to the Estimated Assets. Refer to the Petition to select the correct amount. Click the drop-down arrow.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 1 - 49

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

Estimated liabilities

- \$0 to \$50,000
- \$50,001 to \$100,000
- \$100,001 to \$500,000
- \$500,001 to \$1 million**
- \$1,000,001 to \$10 million
- \$10,000,001 to \$50 million
- \$50,000,001 to \$100 million
- \$100,000,001 to \$500 million
- \$500,000,001 to \$1 billion
- More than \$1 billion

Next Clear

Type of debtor

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

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Exempt Entity

Click here

Select: \$500,001 to \$1 million

Slide 13
Slide notes: Select \$500,001 - \$1 million.

ECF

[Bankruptcy](#) • [Adversary](#) • [Query](#) • [Reports](#) • [Utilities](#) • [Online Manual](#) • [Search DocEvents](#) • [Logout](#)

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

Other

Tax-Exempt Entity

Click here

Next

Clear

Click Next

Slide 14

Slide notes: Review the Type of Debtor and Nature of Business fields on the right side of your screen. The Type of Debtor field defaults to individual. Make the appropriate change if/when needed. For the Nature of Business, a selection should only be made if the nature of debt field selection is Business.

Click Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM			OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>

Type: 6500 then press **Tab**

Type: 650000 then **Tab** key

Slide 15

Slide notes: The Summary of Schedules screen displays. Please refer to your Summary of Schedules and Statistical Summary forms to fill-in the appropriate amounts. Follow the directions on screen to complete this screen.

Begin by entering the amount from Schedule A for Real Property, then press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	OTHER
A - Real Property	650000.00	
B - Personal Property	<input type="text"/>	
D - Creditors Holding Secured Claims	<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims	<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims	<input type="text"/>	
Average Income (from Schedule I, Line 16)		<input type="text"/>
Average Expenses (from Schedule J, Line 18)		<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)		<input type="text"/>

Annotations:
 - Red box around 'ASSETS' column header: Type: 13700 then Tab key
 - Green box around 'ASSETS' column header: Type: 13700 then press Tab key

Slide 16

Slide notes: Enter the amount from Schedule B for Personal Property, then press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="650000.00"/>	<input type="text" value="554000"/> Type: 554000 then press Tab key	<input type="text"/>
B - Personal Property	<input type="text" value="13700.00"/>	<input type="text"/>	<input type="text"/>
D - Creditors Holding Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
E - Creditors Holding Unsecured Priority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
F - Creditors Holding Unsecured Nonpriority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Income (from Schedule I, Line 16)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Expenses (from Schedule J, Line 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Slide 17

Slide notes: Enter the amount from Schedule D for Creditors Holding Secured Claims, then press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="650000.00"/>		
B - Personal Property	<input type="text" value="13700.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="540000.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>

Note: Red callout box above E - Creditors Holding Unsecured Priority Claims: Type: 0 then Tab key

Note: Green callout box below F - Creditors Holding Unsecured Nonpriority Claims: Type: 0 then press Tab key

Slide 18

Slide notes: Enter the amount from Schedule E for Creditors Holding Unsecured Priority Claims, then press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="650000.00"/>		
B - Personal Property	<input type="text" value="13700.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="540000.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="0.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>

Note: Red callout box for E: Type: 0 then Tab key. Green callout box for F: Type: 0 then press Tab key.

Slide 19

Slide notes: Enter the amount from Schedule F for Creditors Holding Unsecured Nonpriority Claims, then press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="650000.00"/>		
B - Personal Property	<input type="text" value="13700.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="540000.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="0.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text" value="0.00"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>

Type: 6888 then Tab key

Type: 6888 then press Tab key

Slide 20

Slide notes: Enter the Average Income, from Schedule I, Line 16, then press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="650000.00"/>		
B - Personal Property	<input type="text" value="13700.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="540000.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="0.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text" value="0.00"/>	
Average Income (from Schedule I, Line 16)			<input type="text" value="6888.00"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>

Type: 6264 then Tab key

Type: 6264 then press Tab key

Slide 21

Slide notes: Enter the amount for Average Expenses from Schedule J, Line 18, then press your tab key.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	650000.00		
B - Personal Property	13700.00		
D - Creditors Holding Secured Claims		540000.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		0.00	
Average Income (from Schedule I, Line 16)			6888.00
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12 OR Form 22B Line 11 OR Form 22C Line 20)			

Type: 7760 the press **Tab key**

Type: 7760 then **Tab key**

Slide 22

Slide notes: Enter the amount of Current Monthly Income. The form number containing the current monthly income is different per the type of bankruptcy you are filing. If filing a Chapter 7, the amount can be found on Form 22A, Line 12. If filing a Chapter 11, the amount can be found on Form 22B, Line 11, and if filing a Chapter 13, the amount can be found on Form 22C, Line 20. After entering the amount as displayed on screen, press your tab key.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	
A - Real Property	<input type="text" value="650000.00"/>		
B - Personal Property	<input type="text" value="13700.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="540000.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="0.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text" value="0.00"/>	
Average Income (from Schedule I, Line 16)			<input type="text" value="6888.00"/>
Average Expenses (from Schedule J, Line 18)			<input type="text" value="6264.00"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text" value="7760.00"/>

Click the **Scroll Bar**

Click here

Slide 23

Slide notes: Scroll down.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	650000.00		
B - Personal Property	13700.00		
D - Creditors Holding Secured Claims		554000.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		0.00	
Average Income (from Schedule I, Line 16)			6888.00
Average Expenses (from Schedule J, Line 18)			6264.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Next Clear

Type: 0
the press **Tab** k

Type: 0
then **Tab** key

Slide 24

Slide notes: Continue by entering the amount displayed in the the amount for the Total Type of Liability field from page 2 of the Summary of Schedules form then press your Tab key.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	650000.00		
B - Personal Property	13700.00		
D - Creditors Holding Secured Claims		554000.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		0.00	
Average Income (from Schedule I, Line 16)			6888.00
Average Expenses (from Schedule J, Line 18)			6264.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			7760.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
Total Dischargeable Debt (Computed) <small>Note: Not computed when any value above for D, E,</small>		554000.00	

Click **Next** if known.

Click **here**

Next Clear

Automatically computed by CM/ECF

Slide 25

Slide notes: The Total Dischargeable Debt field is automatically computed by CM/ECF. Click Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Presumption Arises no yes

Click here.

Select: no

Next Clear

Slide 26

Slide notes: The Presumption Arises screen displays for Chapter 7 filings only. Refer to the Statement of Current Monthly Income and Means Test Calculation or Form 22A in your petition packet.
For this exercise, select no.

ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

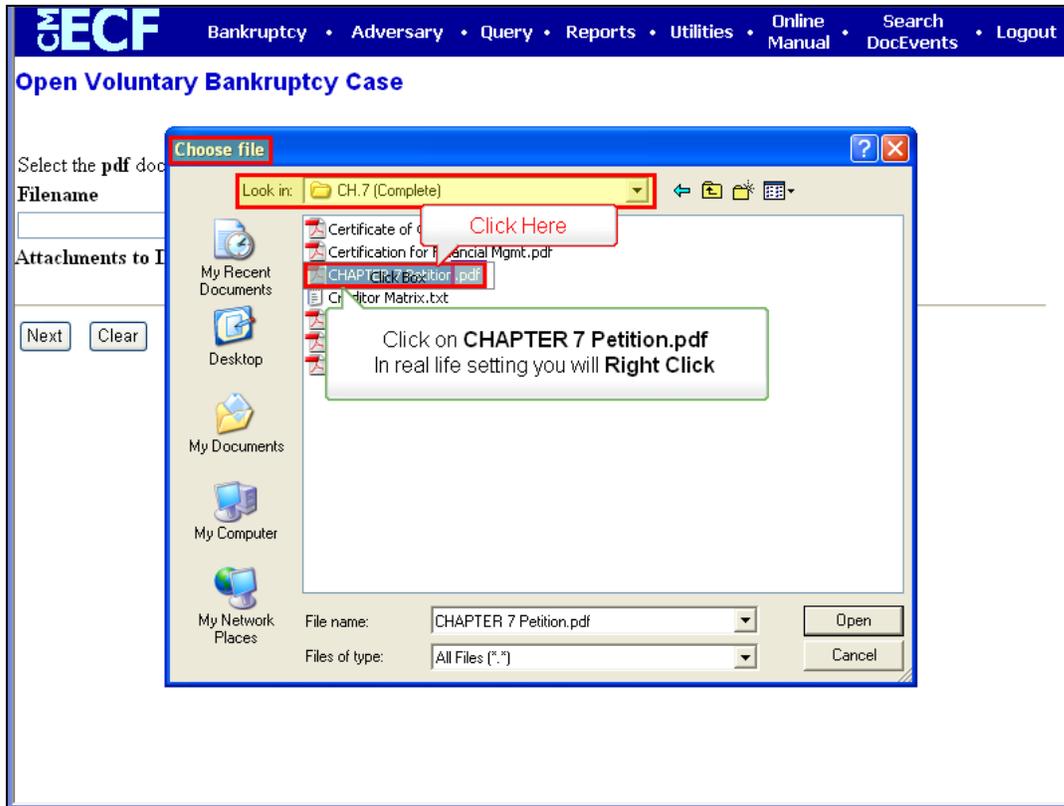
Pre

Slide 27
Slide notes: Click Next.

The screenshot shows the ECF (Electronic Case Filing) interface for an 'Open Voluntary Bankruptcy Case'. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is 'Open Voluntary Bankruptcy Case'. Below this, there is a text prompt: 'Select the pdf document (for example: C:\Documents and Settings\user\My Documents\example.pdf)'. A red box highlights the text 'Select the pdf document', and a red callout bubble with the text 'Click here' points to it. Below the prompt is a 'Filename' input field, which is currently empty. A red box highlights the text 'Click here' next to the input field. Below the input field is a radio button labeled 'Attachments to Document: No'. A green callout bubble with the text 'Click Browse' points to the 'No' radio button. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Slide 28

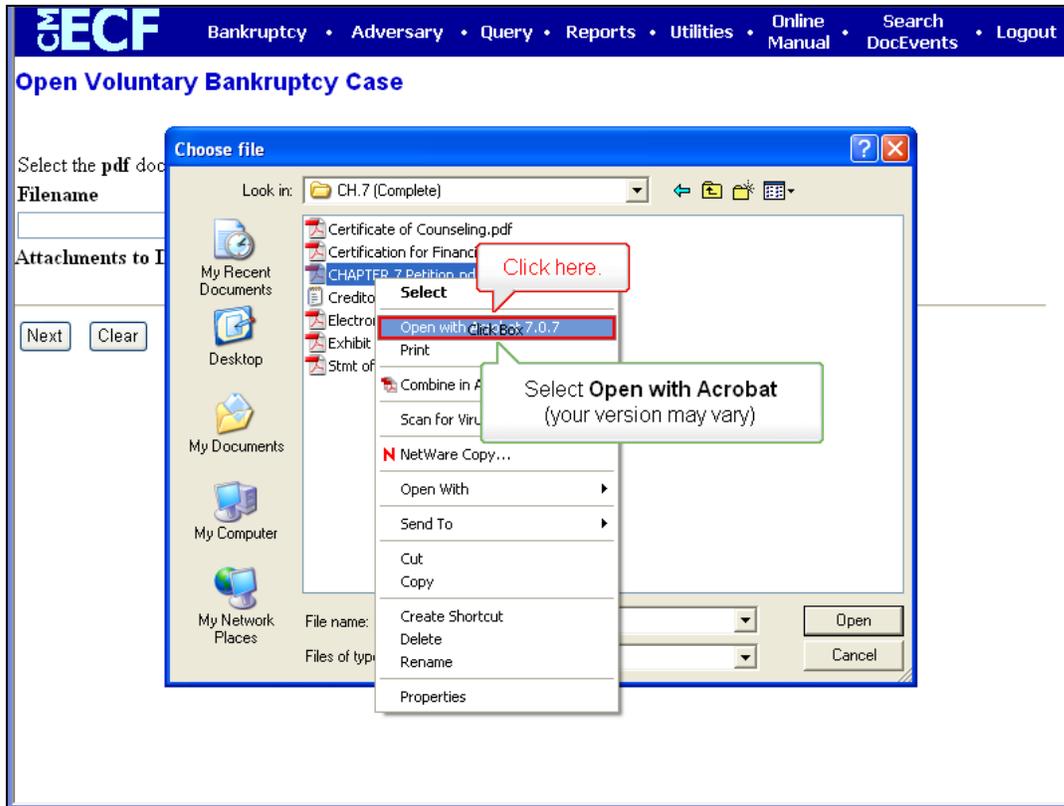
Slide notes: The Select the pdf document screen displays. Click Browse.



Slide 29

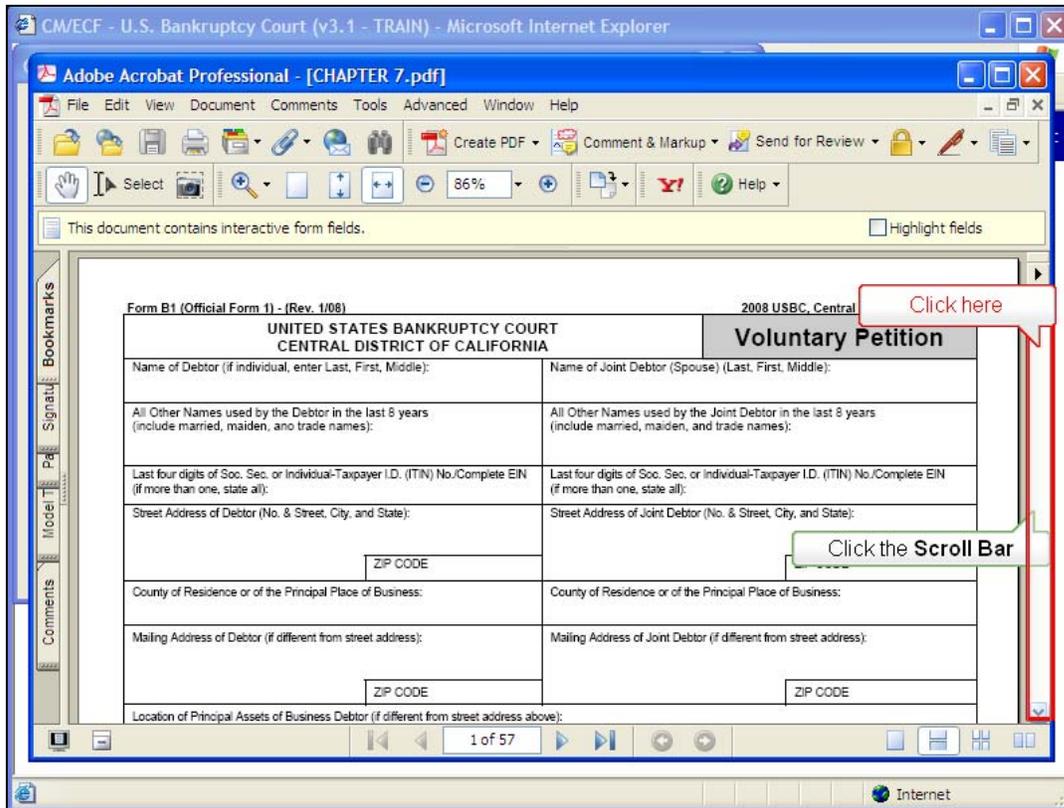
Slide notes: The Choose File pop-up window displays. Navigate to the location on your computer where you saved the debtor's completed petition file.

All attachments should be a pdf (also known as Portable Document Format). If you try to upload any other format you will receive an error message. For this exercise, click over Chapter 7 Petition.



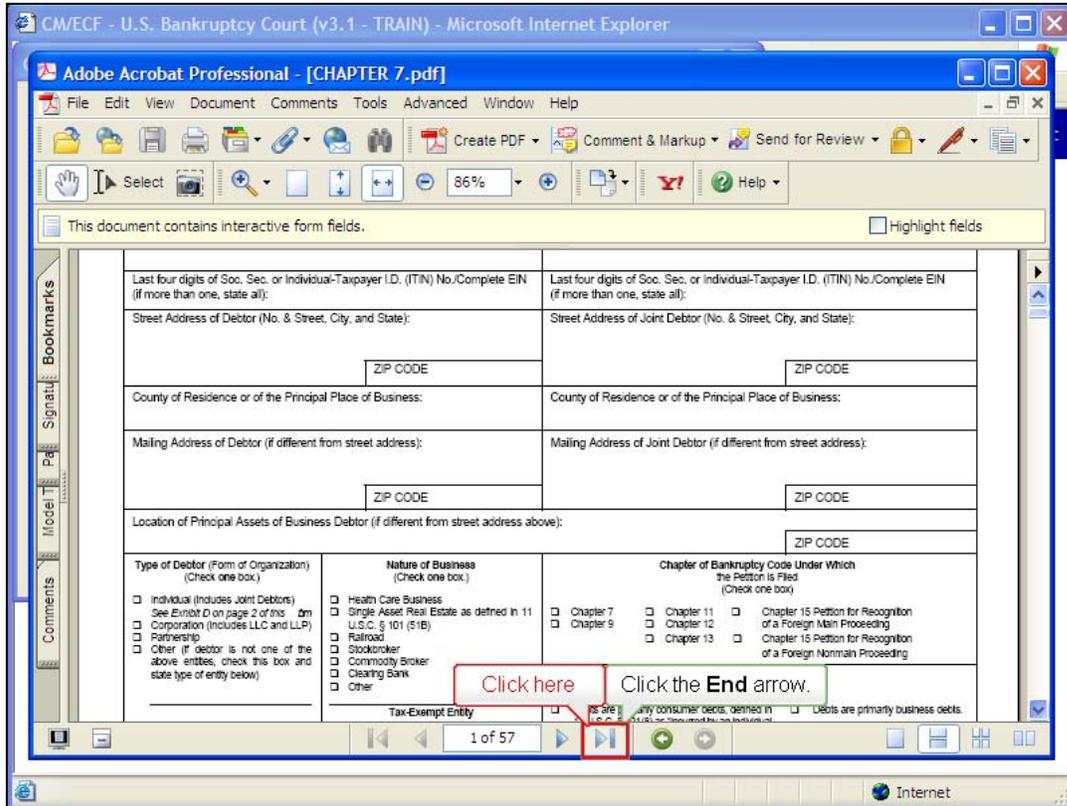
Slide 30

Slide notes: From the drop-down menu, select the Open with Acrobat menu item.



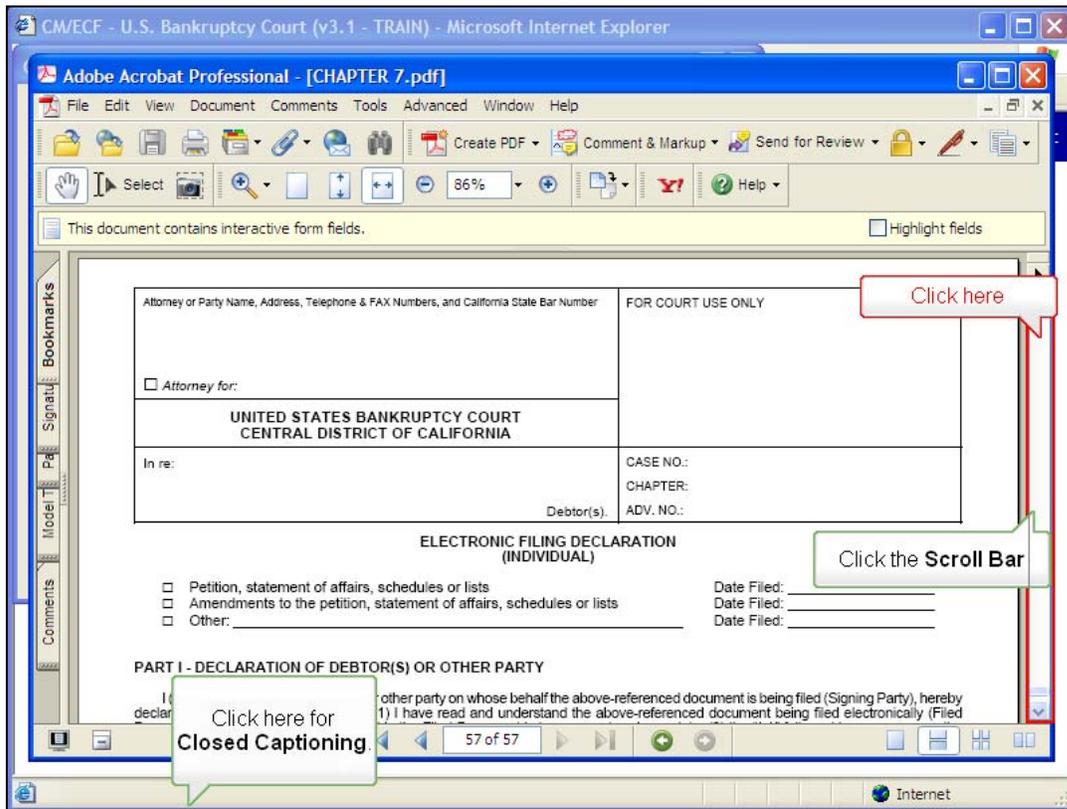
Slide 31

Slide notes: Review the document to ensure all forms are included. Scroll down.



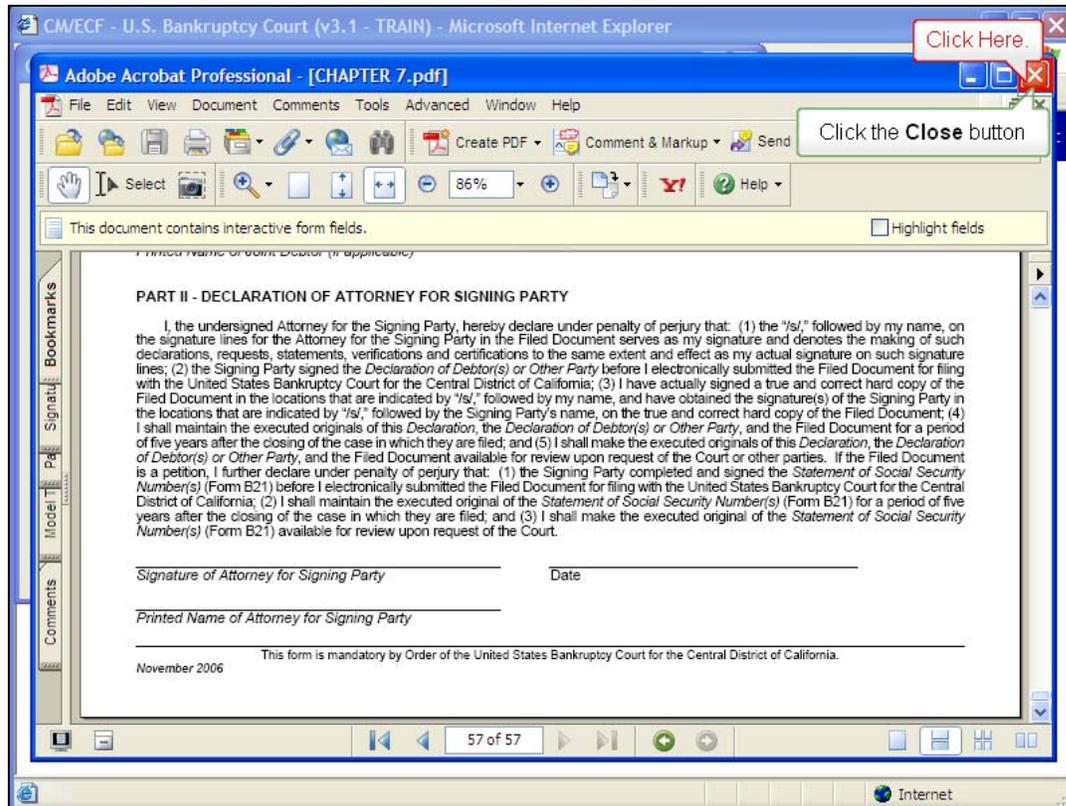
Slide 32

Slide notes: Click the End arrow.

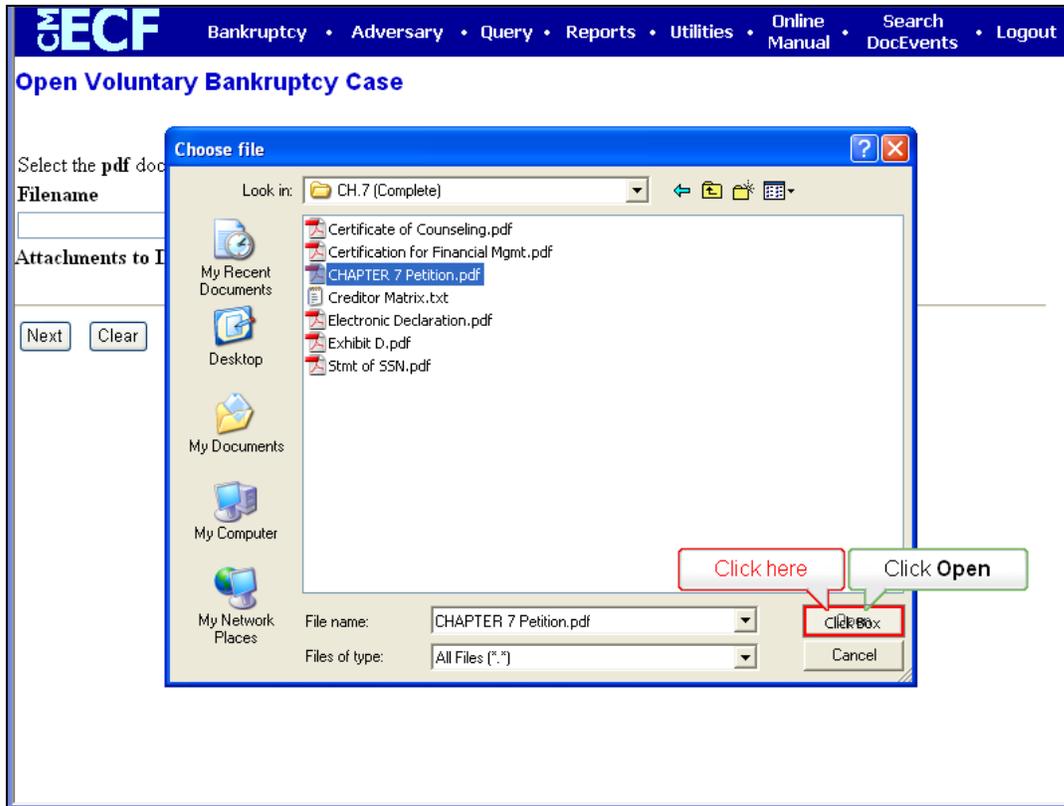


Slide 1

Slide notes: The last page of the document displays. Scroll down.



Slide 2
Slide notes: Close the pdf by clicking the Close button.



Slide 3
Slide notes: Click Open.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
C:\Documents and Settings\Subherwa\De

Attachments to Document: No Yes

Click here

Click Next

Slide 4

Slide notes: A link to the petition location on your computer populates the Browse field. Click Next.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Online Manual, Search DocEvents, and Logout. The main heading is "Open Voluntary Bankruptcy Case". Below this, a yellow box highlights the text "Fee: \$299". A red callout box with the text "Click here" points to the "Next" button. Below the "Next" button is a "Clear" button. A green callout box with the text "Click Next" points to the "Next" button.

Slide 5

Slide notes: The filing fee displays. Earlier in this exercise you selected Paid in the Fee Status Field. The amount of the fee will vary depending on the type of chapter of bankruptcy being filed.
Click Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition [redacted] . Fee Amount \$299 Filed by [redacted] (orney)

[Click here](#)

[Click Next](#)

Slide 6

Slide notes: The Docket Text screen displays. Make additions as appropriate to the docket prior to submitting the electronic filing to the Court. For this exercise, make no additions. Click Next.



Slide 7

Slide notes: The Final Docket Text screen displays. This is the final screen prior to submitting the filing to the court. Please review the docket text carefully to ensure accuracy. If you find an error, re-start the filing process by selecting Bankruptcy from the Main Menu bar. Do Not use the back button on your browser. For this exercise, the docket entry is correct. Click Next.

Pop-up blocked. To see this pop-up or additional options click here...

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Open Voluntary Bankruptcy Case

U.S. Bankruptcy Court
Central District Of California

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from One, Attorney entered on 8/5/2008 at 8:33 AM PDT and filed on 8/5/2008

Case Name: [REDACTED]
Case Number: [REDACTED]
Document Number: [REDACTED]

All courtesy/chambers copies submitted to the court stamp or write "Electronically Filed" with the date the transaction occurred on the face page of the petition.

Docket Text:
Chapter 7 Voluntary

The following document

Document description: Main Document
Original filename: C:\Documents and Settings\Subherwa\Desktop\CH.7 (Complete)\CHAPTER 7 Petition.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1106918562 [Date=8/5/2008] [FileNumber=182720-0]
[6fb3eb5bf389808709a8009f037c5b3fb1c4885aba2a638ccaff708ade9ab0dfa3726
7d37b64d6cb26cecd6e41a6713b048dc85ac9b9d0048c91fc53d95ea]]

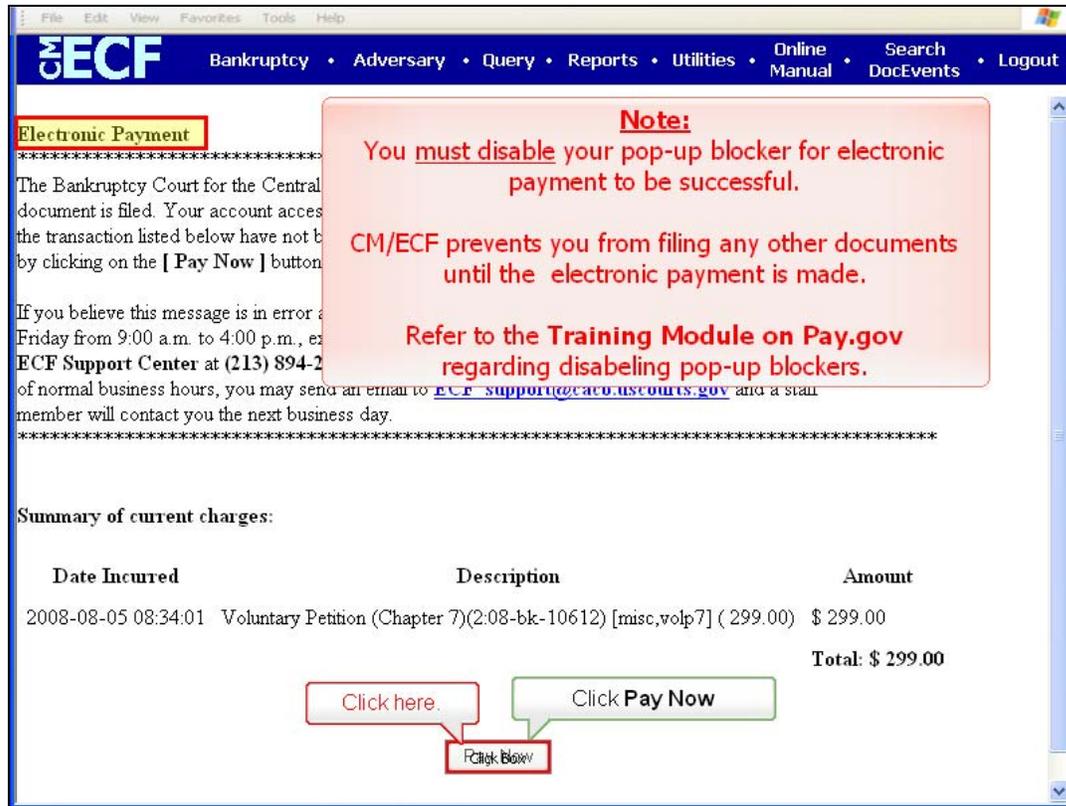
2:08-bk-10612 Notice will be electronically mailed to:

Automatic to next screen

Slide notes: The Notice of Electronic Filing, or NEF, screen displays. This screen provides a receipt of the filing of the bankruptcy case. Displayed are the date and time of filing and the Document Number. Scrolling down displays the parties who will receive an electronic mailing and the parties who will not receive an electronic mailing of the notice. Print and attach a copy of the "NEF" to your courtesy and/or chambers copy you will submit to the court. Also keep a copy of this Notice for your records.

Note: For all courtesy/chambers copies submitted to the court, stamp or write "Electronically Filed" with the date the transaction occurred on the face page of the petition.

Also note: In this exercise, the pop-up blocker is on, preventing the Electronic Payment Screen from displaying.

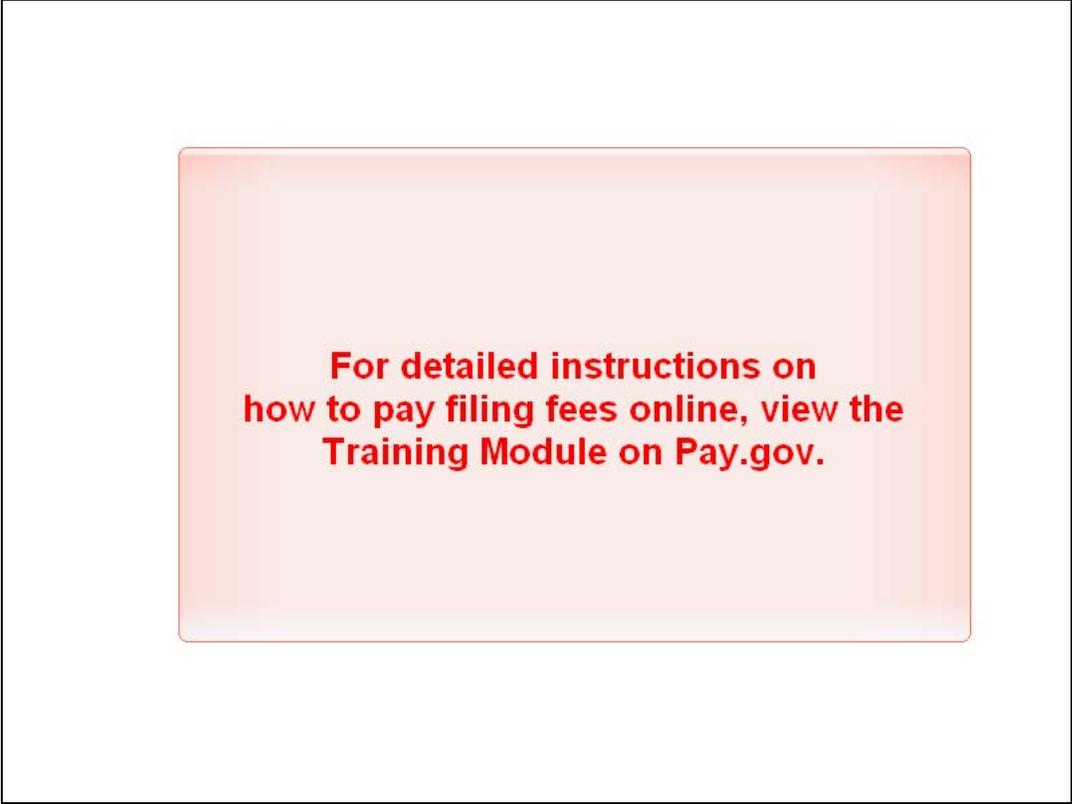


Slide 9

Slide notes: When pop-up blockers are disabled, the Electronic Payment screen displays prompting you to pay the fee due.

Note: You must disable your pop-up blocker for electronic payments to be successful. CM/ECF prevents you from filing any other documents until the electronic payment is made. Refer to the Training Module on Pay.gov regarding disabling pop-up blockers.

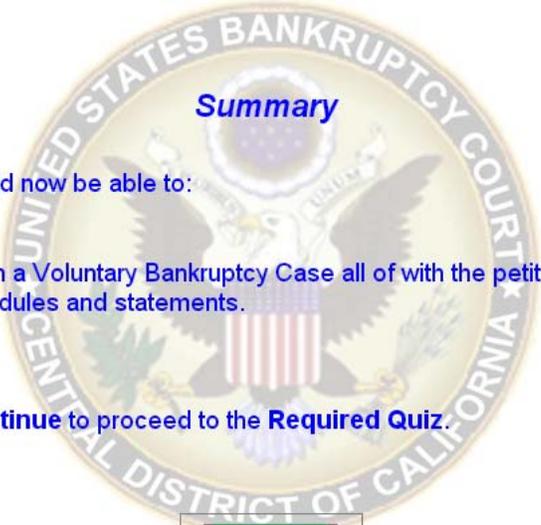
Click Pay Now.



**For detailed instructions on
how to pay filing fees online, view the
Training Module on Pay.gov.**

Slide 10

Slide notes: For detailed instructions on how to pay filing fees online, view the Training Module on Pay.gov after completing this module.



Summary

You should now be able to:

- Open a Voluntary Bankruptcy Case all of with the petition forms, schedules and statements.

Click **Continue** to proceed to the **Required Quiz**.

CONTINUE

Summary

Slide notes: You should now be able to:

Open a Voluntary Bankruptcy Case with all of the petition forms, schedules and statements.

Click Continue to proceed to the Required Quiz.

ECF Help Desk (213) 894-2365
ECF_support@cacb.uscourts.gov
9:00 a.m. to 4:00 p.m. M-F (excluding federal holidays)



Click Box
(100 x 100)
(X:90; Y:306)

To access CM/ECF Procedures and Rules click here [Info.](#)

Slide 19

Slide notes: This concludes the training module.

You may use the playback controls to view this module again or proceed to the training module on Pay.gov.

You may also view and/or download the CM/ECF Procedures and Rules by clicking the info button on this screen.

If you have further questions, contact the CM/ECF help desk between the hours of 9am and 4pm.

Close this module by pressing the Enter key on your keyboard.