

Copy of Welcome

Slide notes: Welcome to the Training Module on Opening an Incomplete 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.



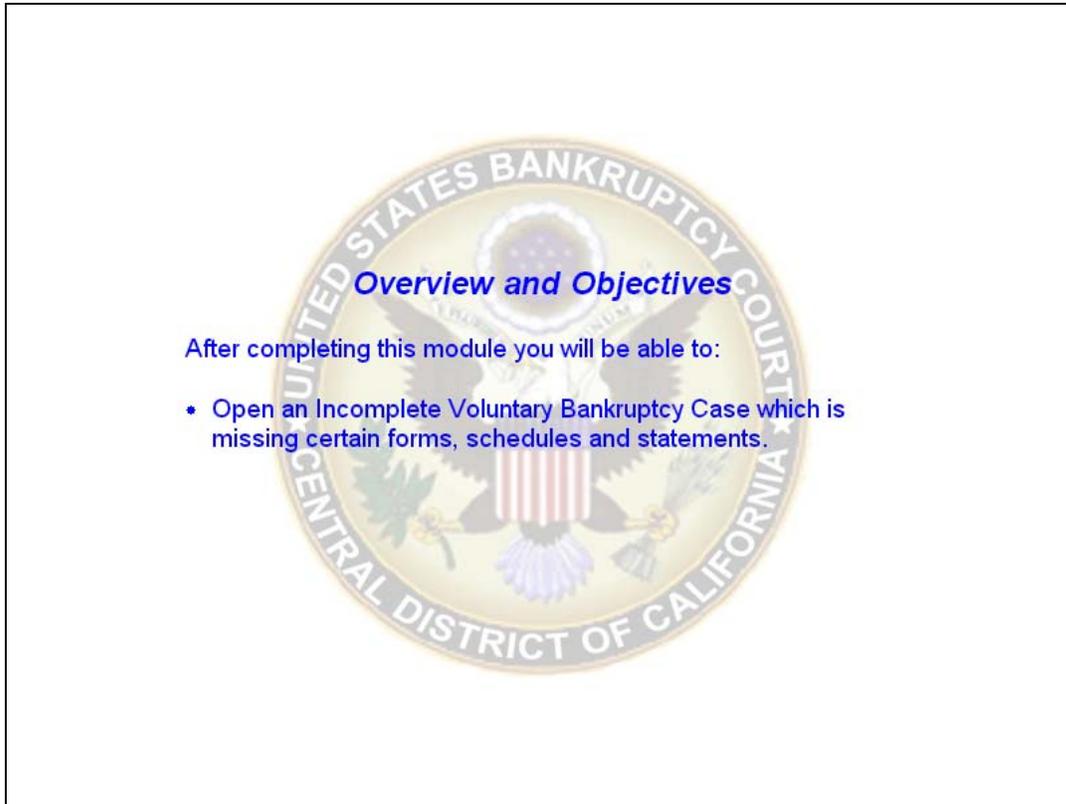
Copy of Navigation

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.



Copy of Objectives

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

Open an Incomplete Voluntary Bankruptcy Case which is missing certain forms, schedules and statements from the petition packet.

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

Click Here

Select: Bankruptcy



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

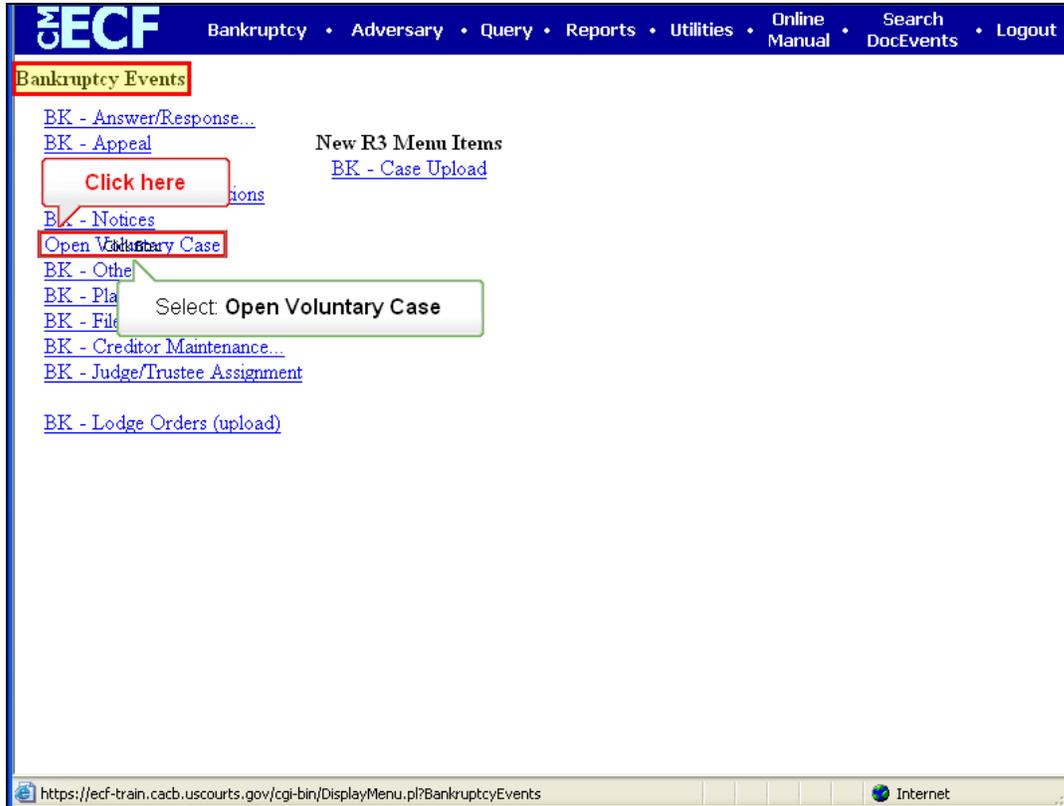
**Official Court Electronic Document Filing System**

**\*\*\* 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.



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 fields are as follows:

Case type	bk
Date filed	9/5
Chapter	7
Joint Petition	n
Deficiencies	n

Callouts on the form include:

- A red box around the 'Case type' field with a callout 'Click here' pointing to the field.
- A green box around the 'Chapter' field with a callout 'Click the drop-down arrow' pointing to the drop-down arrow.

Buttons at the bottom of the form are 'Next' and 'Clear'. The browser status bar at the bottom shows 'Done' and 'Internet'.

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 that 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 9/9/2008

Chapter 7

Joint Petition 11  
12  
13  
15  
7  
9

Deficiencies

Next Clear

Click here

Select: 7

Done Internet

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 9/9/2008  
Chapter 7  
**Joint Petition** n  
Deficiencies n

Next Clear

Click here

Click the drop-down arrow

Done Internet

Slide 8

Slide notes: The joint petition field defaults to n for no, 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 9/9/2008  
Chapter 7  
**Joint Petition** n  
Deficiencies n  
y

Next Clear

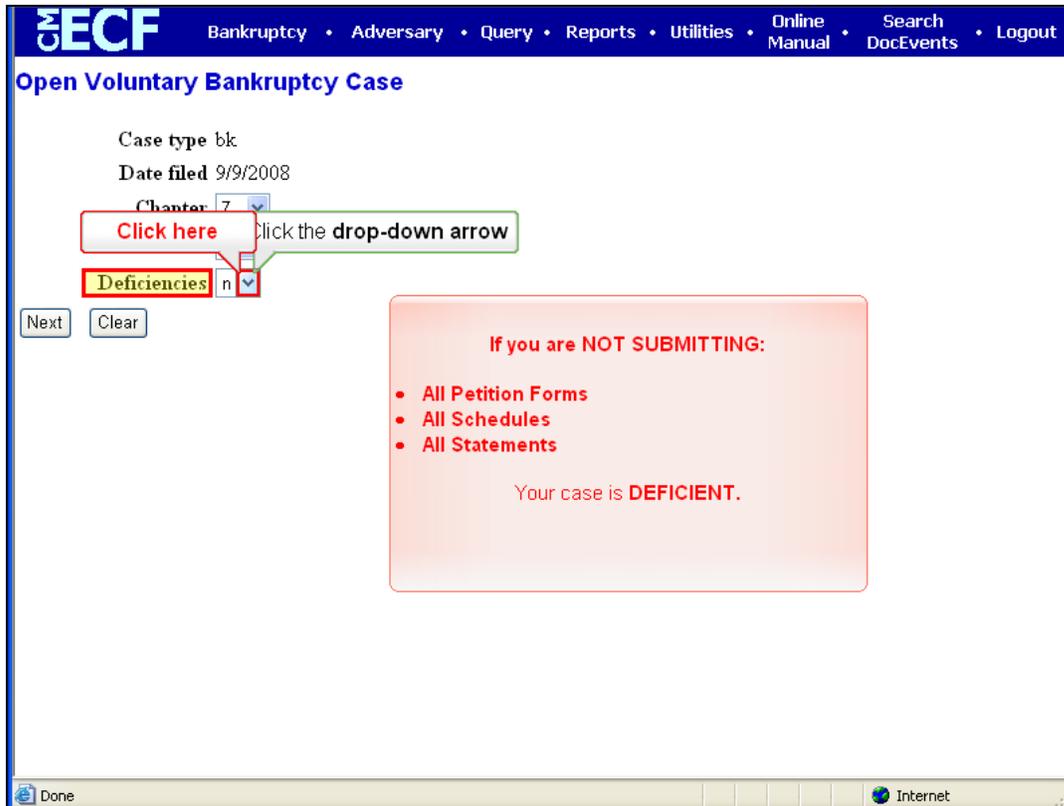
Click here

Select: n

Done Internet

Slide 9

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



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 9/9/2008  
 Chapter 7  
 Joint Petition n

**Click here** Select: y

Next Clear **y**

**For this exercise, the following are missing:**

- Schedules A through J
- Summary of Schedules form
- Statistical Summary form

Your case is **DEFICIENT**.

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

Done Internet

Slide 11  
 Slide notes: For this exercise, you are filing an incomplete case. The missing forms, schedules and statements are displayed on the screen. Select y.

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

### Open Voluntary Bankruptcy Case

Case type bk  
Date filed 9/9/2008  
Chapter 7  
Joint Petition n

**Click here**

Next Clear

**Click Next**

Done Internet

Slide 12  
Slide notes: Click Next.

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

### Open Voluntary Bankruptcy

Search for a debtor

SSN  Tax Id

Last/Business name

First Name

Middle Name

Search  Clear

Click Search

Type SS # correctly, then click **Search**.

Type Social Security Number: **987-65-3412** and 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.

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 the 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 (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 "Debtor Information". The form contains several input fields: Last name, First name, Middle name, Generation, Title, SSN (with a callout box indicating "Type Last Name: Jones and press Tab key"), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County (a dropdown menu), Country, Phone, Fax, and E-mail. There is also a "Party text" field. At the bottom, there are buttons for "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button says "Add all aliases and corporate parents before clicking the Submit button." The browser's status bar at the bottom shows "Done" and "Internet".

Slide 15

Slide notes: The Debtor Information screen displays. The Social Security Number automatically populates in its field. Enter the debtor's personal information as instructed, pressing the tab key after each entry.

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

**Debtor Information**

Last name  First name

Middle name

SSN   Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

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

Submit Cancel Clear

Slide 16  
Slide notes: Enter the first name.

**Debtor Information**

Last name: Jones      First name: Jonny

Middle name:      Generation:      Title:     

SSN: 987-65-3412      222-11-1234      Tax ID:     

Office:      Address 1:     

Address 2:      Address 2:     

**If the Debtor has both a physical and a mailing address, always enter the physical address.**

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

Submit    Cancel    Clear

Done      Internet

Slide 17

Slide notes: If the Debtor has both a physical and a mailing address, always enter the physical address.

Enter the address as instructed on screen.

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

**Debtor Information**

Last name  First name

Middle name  Generation  Title

SSN   Tax ID

Office

Address 2  Address 3

City  State  Zip

Country  Country

Phone  Fax

E-mail

Party text

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

Submit Cancel Clear

Internet

Type correctly, then press Tab key.

Type City: Los Angeles then press Tab key.

Slide 18  
Slide notes: Enter the city.

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

**Debtor Information**

Last name: Jones First name: Jonny  
Middle name: Generation: Title:  
SSN: 987-65-3412 222-11-1234 Tax ID:  
Office: Address 1: 3255 Redwood Ave.  
Address 2: Address 3: Type correctly, then press **Tab** key.  
City: Los Angeles State: Type State: CA then press **Tab** key. Zip:  
County: Country:  
Phone: Fax:  
E-mail:  
Party text:

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

Slide 19  
Slide notes: Enter the State.

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 information. The fields are arranged in two columns. The first column includes Last name (Jones), Middle name, SSN (987-65-3412), Office, Address 2, City (Los Angeles), County, Phone, E-mail, and Party text. The second column includes First name (Jonny), Generation, Title, Tax ID, Address 1, Address 2, State (CA), Zip, Country, and Fax. A red callout box points to the Address 1 field with the text "Type correctly, then press Tab key." Another green callout box points to the Zip field with the text "Type Zip Code: 90007 then press Tab key." At the bottom of the form, there are buttons for Alias..., Corporate parent..., Review..., Submit, Cancel, and Clear. A note next to the Review... button says "Add all aliases and corporate parents before clicking the Submit button." The browser's address bar at the bottom shows "Internet".

Slide 20  
Slide notes: Enter 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="Jonny"/>		
Middle name	<input type="text"/>	Generation	<input type="text"/>	Title	<input type="text"/>
SSN	<input type="text" value="987-65-3412"/>	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>	
Office	<input type="text"/>	Address 1	<input type="text" value="2356 Bedrock Ave"/>		
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="90007"/>
County	<input type="text" value="▼"/>	Country	<input type="text"/>		
Phone	<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



Slide 21

Slide notes: Click the County drop-down arrow.

**MEC** Calaveras Colusa Contra Costa Del Norte El Dorado Fresno Glenn Humboldt Imperial Inyo Kern Kings Lake Lassen **Los Angeles** Madera Marin Mariposa Mendocino Merced Modoc Mono Monterey Napa Nevada

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

Debtor ID: [ ]

Last name: [ ] First name: Jonny

Middle name: [ ] Generation: [ ] Title: [ ]

SSN: [ ] 234 Tax ID: [ ]

Office: [ ] Address 1: 2356 Bedrock Ave

Address 2: [ ] Address 3: [ ]

City: [ ] State: CA Zip: 90007

County: [ ] Country: [ ]

Phone: [ ] Fax: [ ]

E-mail: [ ]

Party text: [ ]

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

Submit Cancel Clear

Slide 22  
Slide notes: Select Los Angeles.

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

**Debtor Information**

Last name: Jones First name: Jonny  
Middle name: Generation: Title:  
SSN: 987-65-3412 222-11-1234 Tax ID:  
Office: Address 1: 2356 Bedrock Ave  
Address 2: Address 3:  
City: Los Angeles State: CA Zip: 90007  
County: Los Angeles Country:  
Phone: Fax:  
E-mail:  
Party text:

**Click here** Add corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.  
**Submit** Cancel Clear  
**Click Submit**

Internet

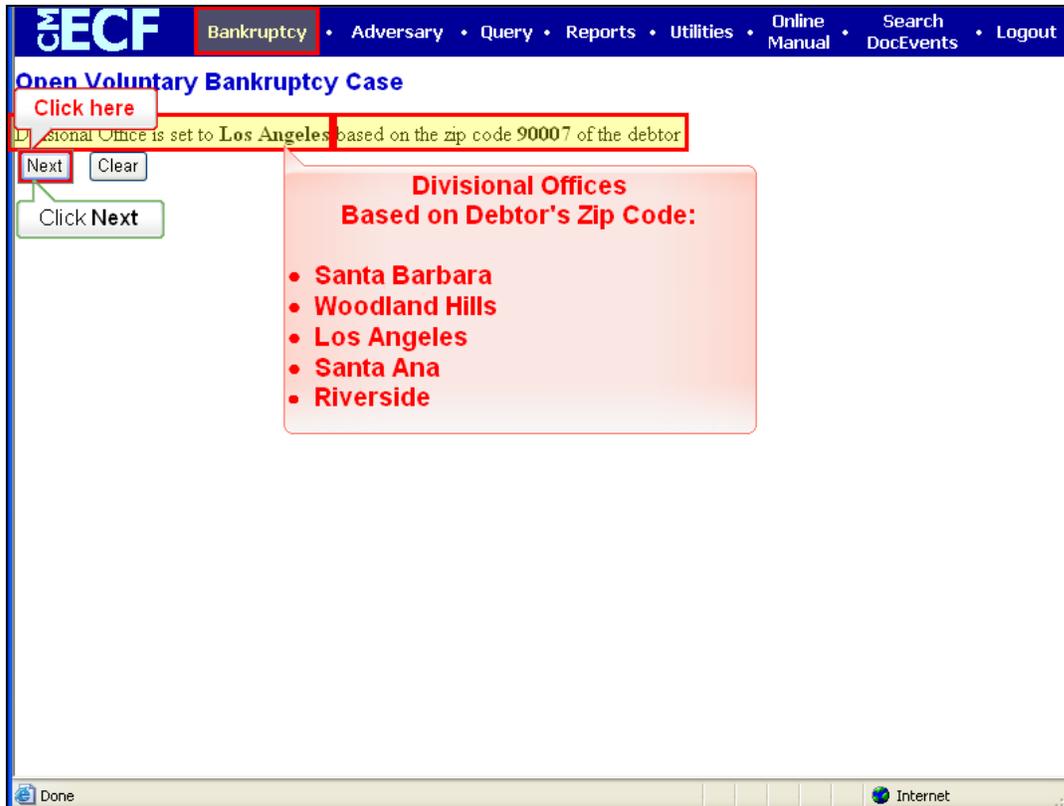
Slide 23

Slide notes: If the debtor has one or more aliases you must include them by clicking Alias.

For this exercise there are no Aliases. Click Submit.

Slide 24

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



Slide 25

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.

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

### Open Voluntary Bankruptcy Case

**Prior filing within last 8 years**  Click here. Click the drop-down arrow

**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 26

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**

**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

**Annotations:**

- A red box highlights "Prior filing within last 8 years".
- A red callout box with "Click here" points to the "no" radio button.
- A green callout box with "Select no" points to the "no" radio button.
- A red callout box with "Click Box" points to the "no" radio button.

Slide 27

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 28

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

**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
- Exempt Entity

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

Slide 29

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 choices, 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 30

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: [dropdown]

Asset notice: business

Estimated number of creditors: [dropdown]

Estimated assets: [text box]

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 31

Slide notes: Displayed are 2 options, business or consumer, relating to the type of debtor. 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 32

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 33

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 34

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 35  
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

Click here for Closed Captioning.

Slide 1

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

Click here

Click the drop-down arrow

Slide 2

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 3  
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: \$500,001 to \$1 million

**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 4

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	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Claims			
E - Creditors Holding Claims			
F - Creditors Holding Claims			
Average Income (from Form 22)			<input type="text"/>
Average Expenses (from Form 22)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12, OR, Form 22B Line 11, OR, Form 22C Line 20)			<input type="text"/>

**You are filing an Incomplete Petition without:**

- Summary of Schedules
- Statistical Summary forms.

**Do Not fill-in any amounts or 0 in any of the boxes.**

Slide 5

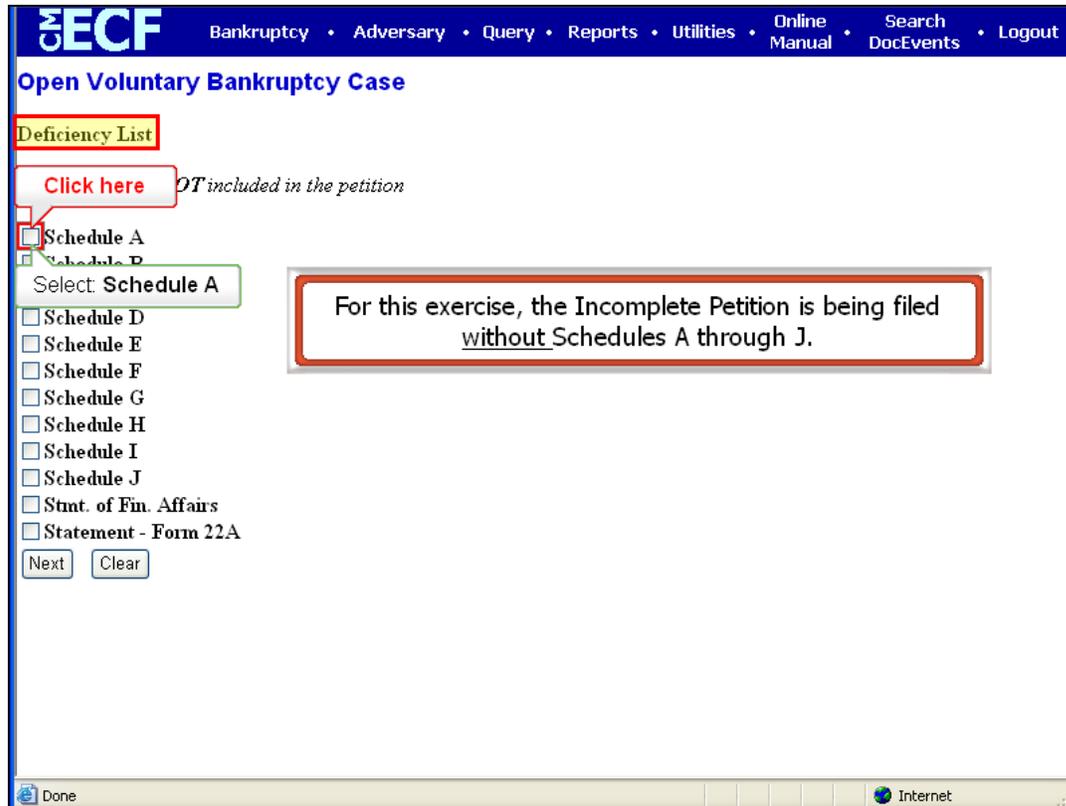
Slide notes: The Summary of Schedules screen displays. You are filing an incomplete petition without the Summary of Schedules and Statistical Summary forms. Therefore, do not fill-in any amounts or zero in any of the boxes.

Scroll down.

NAME OF CREDITOR OR CLAIM	AMOUNT	SECURITY	CLASS
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"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		<input type="text"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or is not known.		<input type="text"/>	

[Click here](#)

Slide 6  
Slide notes: Click Next.



Slide 7  
Slide notes: The Deficiency List screen displays. Of the schedules, statements and forms listed, select those not included in the petition you are filing. For this exercise the incomplete petition is being filed without Schedules A through J. Click the box next to each of these schedules.

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

**Click here**

Schedule A

Schedule B

Schedule C

Select: **Schedule B**

Schedule E

Schedule F

Schedule G

Schedule H

Schedule I

Schedule J

Stmt. of Fin. Affairs

Statement - Form 22A

Slide 8  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

**Click here**

- Schedule B
- Schedule C
- Schedule D
- Select: Schedule C
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Stnt. of Fin. Affairs
- Statement - Form 22A

Next Clear

Done Internet

Slide 9  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Stant. of Fin. Affairs
- Statement - Form 22A

Next Clear

Select: Schedule D

Slide 10  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- [Click here](#)
- Schedule D
- Schedule E
- Schedule F
- Select: **Schedule E**
- Schedule H
- Schedule I
- Schedule J
- Stmt. of Fin. Affairs
- Statement - Form 22A

Next Clear

Done Internet

Slide 11  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- [Click here](#)
- Schedule E
- Schedule F
- Schedule G
- Select: **Schedule F**
- Schedule I
- Schedule J
- Stnt. of Fin. Affairs
- Statement - Form 22A

Next Clear

Done Internet

Slide 12  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- [Click here](#)
- Schedule F
- Schedule G
- Schedule H
- Select: **Schedule G**
- Schedule J
- Stnt. of Fin. Affairs
- Statement - Form 22A

Done Internet

Slide 13  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- [Click here](#) Schedule H
- Schedule I

Select: **Schedule H**

- Stnt. of Fin. Affairs
- Statement - Form 22A

Done Internet

Slide 14  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- [Click here](#)
- Schedule H
- Schedule I
- Schedule J

Select: **Schedule I**

Statement - Form 22A

Next Clear

Done Internet

Slide 15  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Statement of Financial Affairs

Click here

Select: **Schedule J**

Next Clear

Done Internet

Slide 16  
Slide notes:

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

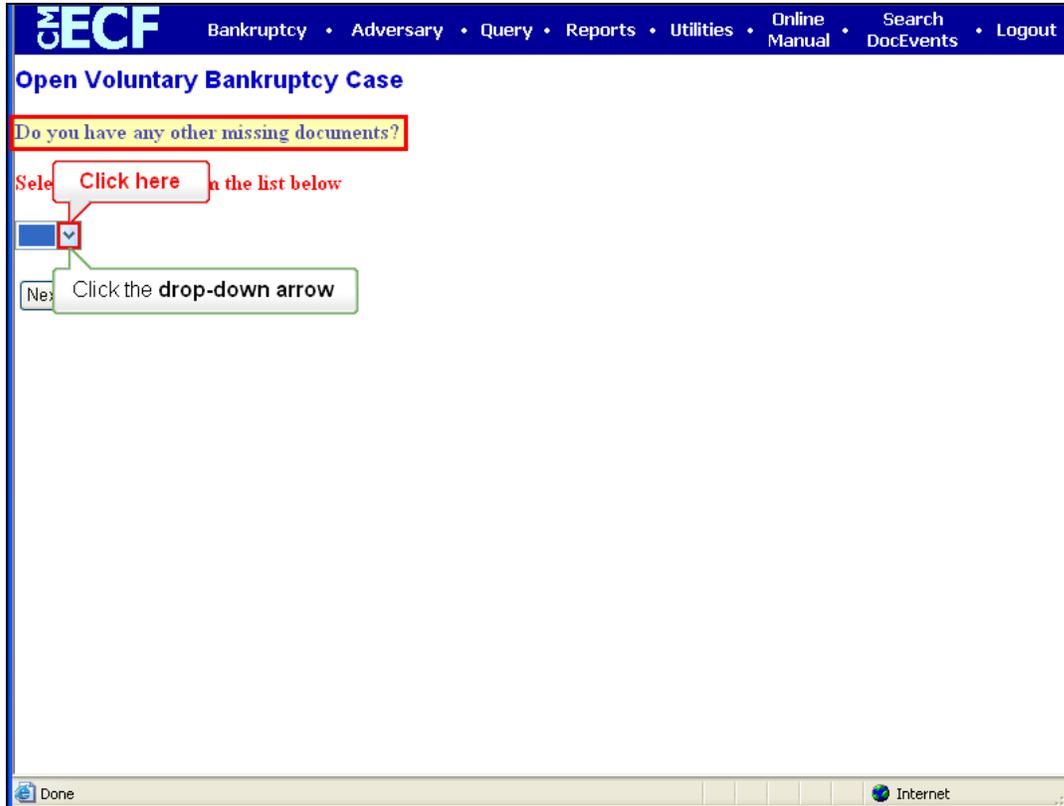
*Check item(s) NOT included in the petition*

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Statement - Form 22A

Click Next

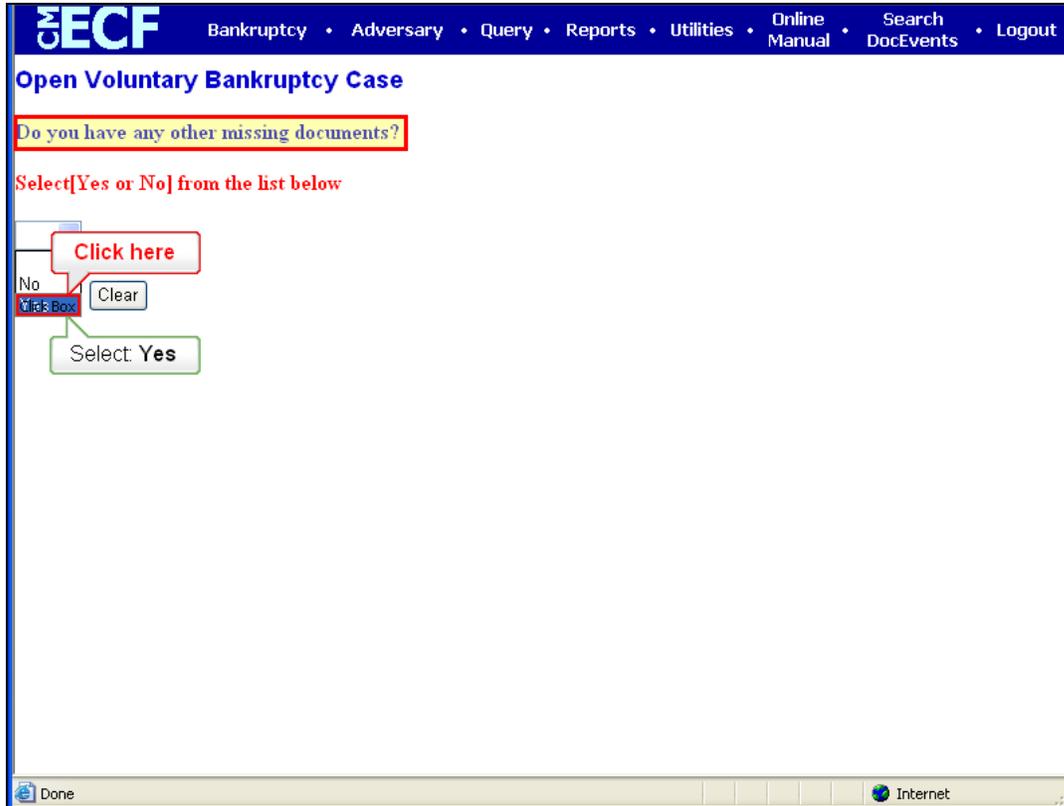
Done Internet

Slide 17  
Slide notes: Click Next.



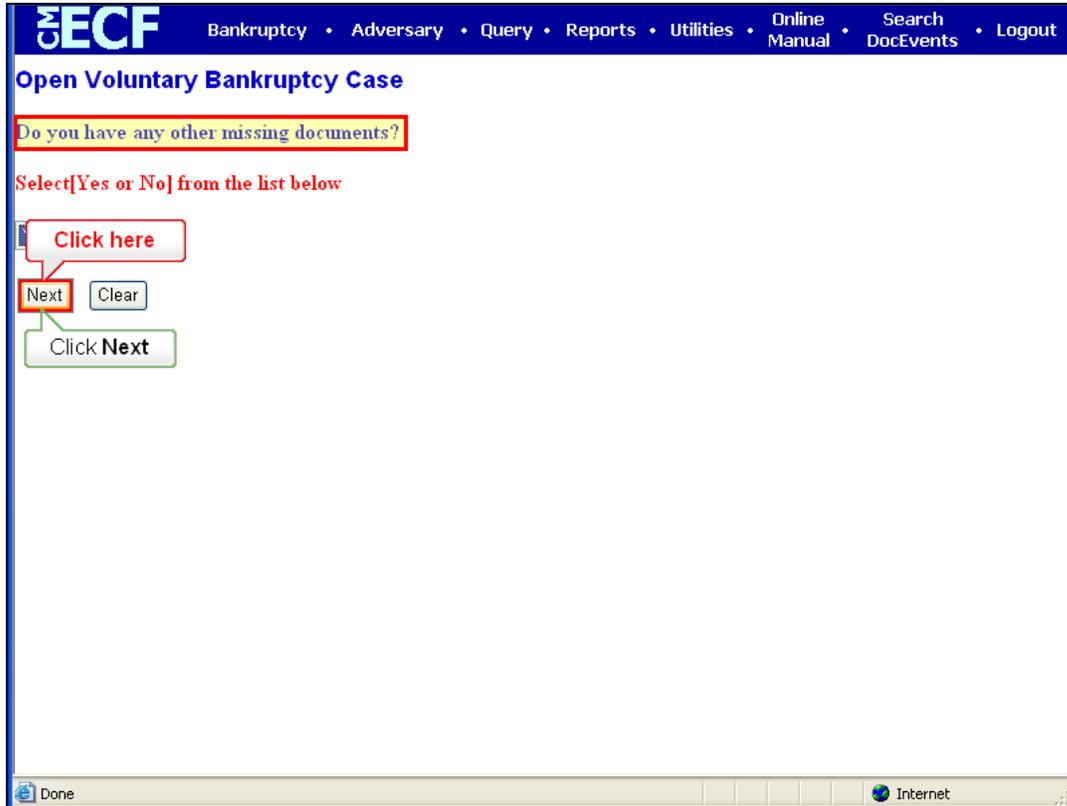
Slide 18

Slide notes: The Do you have any other missing documents? screen displays. Click the drop-down arrow.



Slide 19

Slide notes: For this simulation, you are missing documents that were not listed on the previous Deficiency List screen. Select Yes.



Slide 20  
Slide notes: Click Next.

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Atty Signature
- Petition Prep Signature
- Exhibit B
- Stmt. of Related Case
- Notice Avail Chapters
- Statement Assist non-Atty
- [Click here](#) matrix
- Corp. Resonant Auth File
- Summary of Schedules
- Declaration Re Sched

Select: **Summary of Schedules**

- Discl. Comp. Pet. Prepr
- Declaration of Attorney
- Cert. Credit Counseling
- Decl. Pet. Prep. (19)
- Statistical Summary
- Exhibit D
- Corp. Ownership Stat.
- Db Cert of Empl Income

Done Internet

Slide 21

Slide notes: The Deficiency List screen displays. Of the schedules, statements and forms listed, select Summary of Schedules.

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

### Open Voluntary Bankruptcy Case

**Deficiency List**

*Check item(s) NOT included in the petition*

- Atty Signature
- Petition Prep Signature
- Exhibit B
- Stmt. of Related Case
- Notice Avail Chapters
- Statemt Assist non-Atty
- Verif. of cred. matrix
- Corp Resolut Auth File
- Summary of Schedules
- Declaration Re Sched
- Aty Disclosure Stmt.
- Discl. Comp. Pet. Prepr
- Declaration of Attorney
- Counseling
- Decl. Ret. Prep. (19)
- Statistical Summary
- ...

Select: **Statistical Summary**

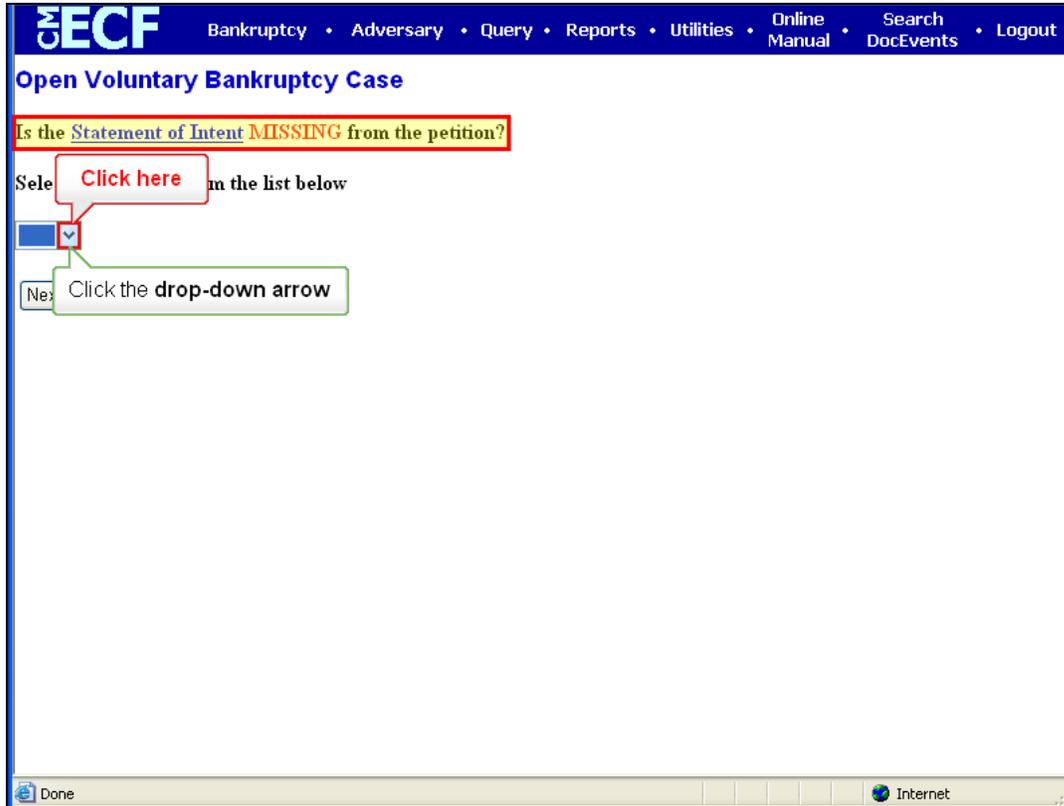
Db Cert of Empl Income

Next Clear

Done Internet

Slide 22  
Slide notes: and Statistical Summary.





Slide 24

Slide notes: The Is the Statement of Intent Missing from the petition? screen appears. Click on the drop-down arrow.

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

### Open Voluntary Bankruptcy Case

Is the Statement of Intent MISSING from the petition?

Select [Yes or No] from the list below

Yes  No

Clear

Select No

Done Internet

Slide 25  
Slide notes: Select No.

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

### Open Voluntary Bankruptcy Case

Is the Statement of Intent **MISSING** from the petition?

Select [Yes or No] from the list below

No Click here

Next Clear

Click Next

Done Internet

Slide 26  
Slide notes: Click Next.

The screenshot displays the ECF system interface for an "Open Voluntary Bankruptcy Case". At the top, there is a navigation menu with links for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Online Manual", "Search DocEvents", and "Logout". The main content area shows two due date entries: "Incomplete Filings due date: 09/24/2008" and "Section 316 Incomplete Filings due date: 10/24/2008". A "Calendar" button is next to the second date. A "Next" button is highlighted with a red box and a callout box containing the text "Do not change the Section 316 Incomplete Filings due dates." Other buttons visible include "Click here", "Clear", and "Click Next". The browser status bar at the bottom shows "Done" and "Internet".

Slide 27

Slide notes: This screen notifies you of the Incomplete Filing and Section 316 Incomplete Filings due dates. Do not change the Section 316 Incomplete Filings due dates. Click Next.

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

**Open Voluntary Bankruptcy Case**

Presumption Arises: no (selected), yes

Click here

Select no

Next Clear

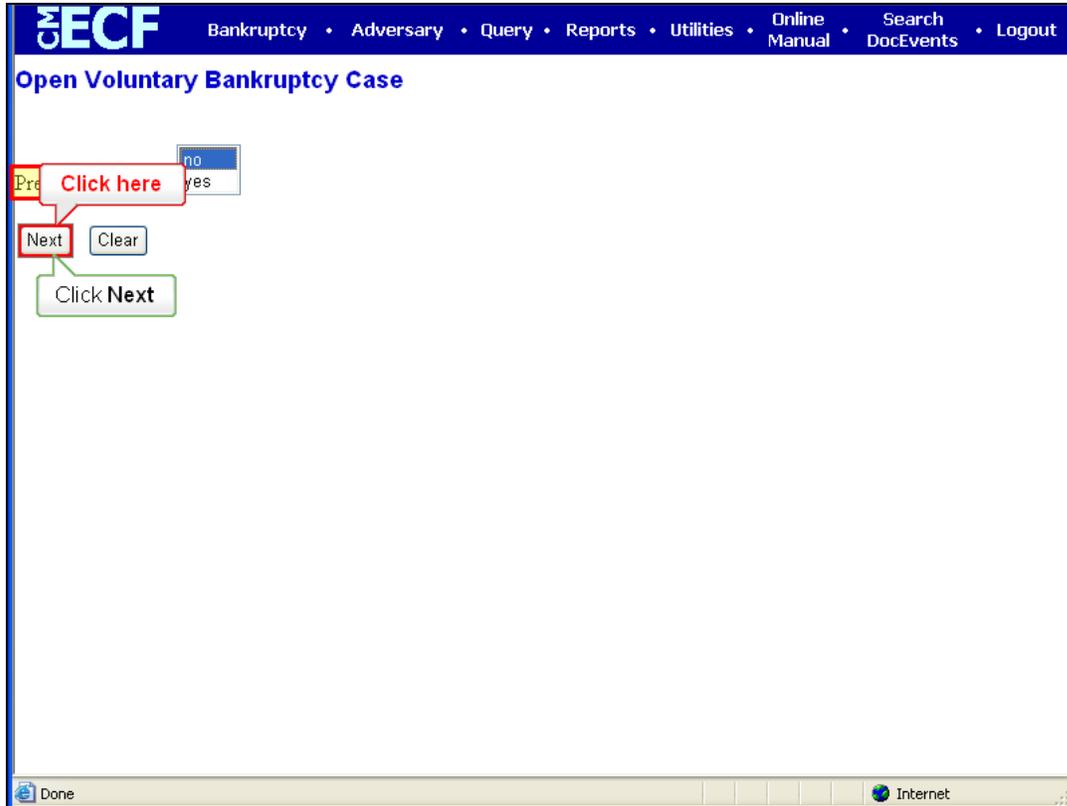
**The Presumption Arises screen displays for Chapter 7 filings only.**

Refer to the Statement of Current Monthly Income and Means Test Calculation (Form 22A) in your petition packet.

Done Internet

Slide 28

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, then click Next.



Slide 29  
Slide notes: Click Next.

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

### Open Voluntary Bankruptcy Case

Select the pdf document (for example: C:\Documents\12345678\12345678.pdf)

Filename

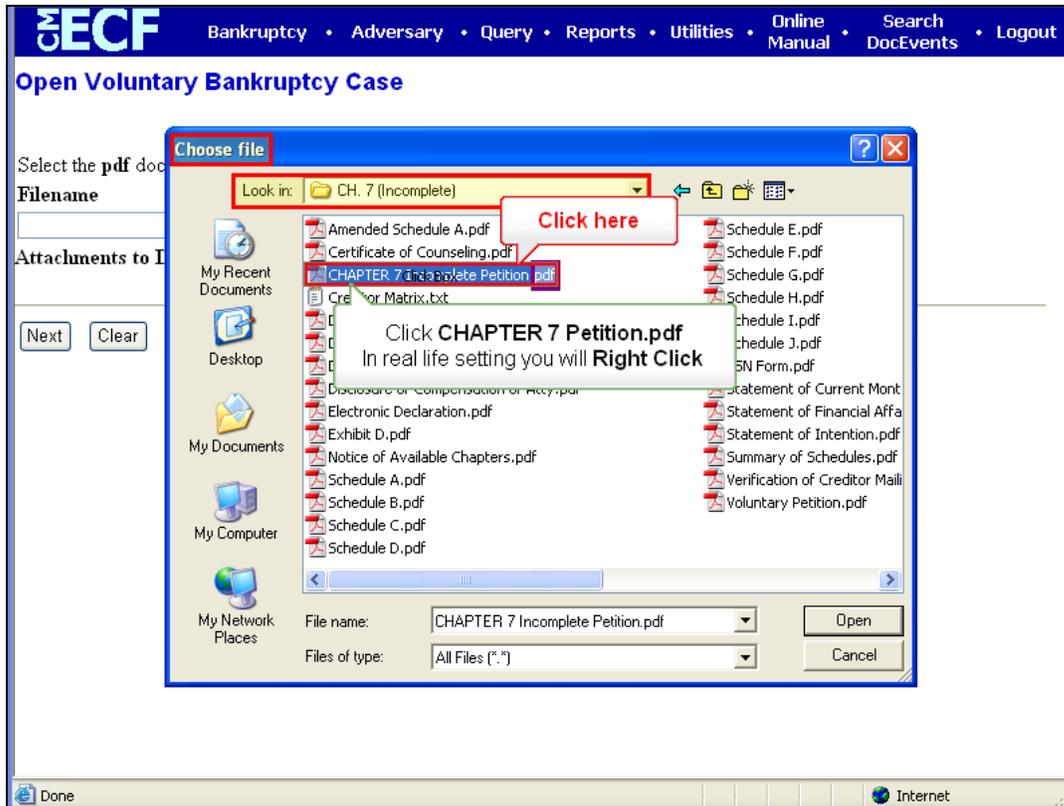
Attachments to Document:  No  Yes

Next Clear

Done Internet

Slide 30

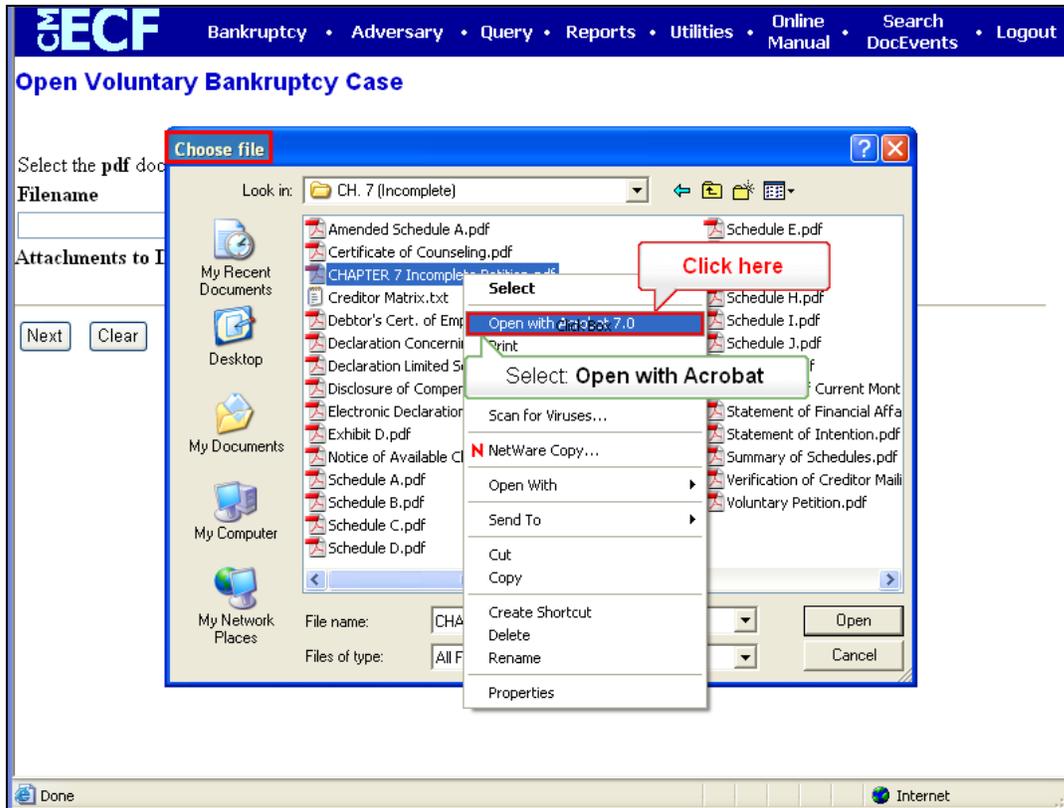
Slide notes: The Select the pdf document screen displays. Click Browse.



Slide 31

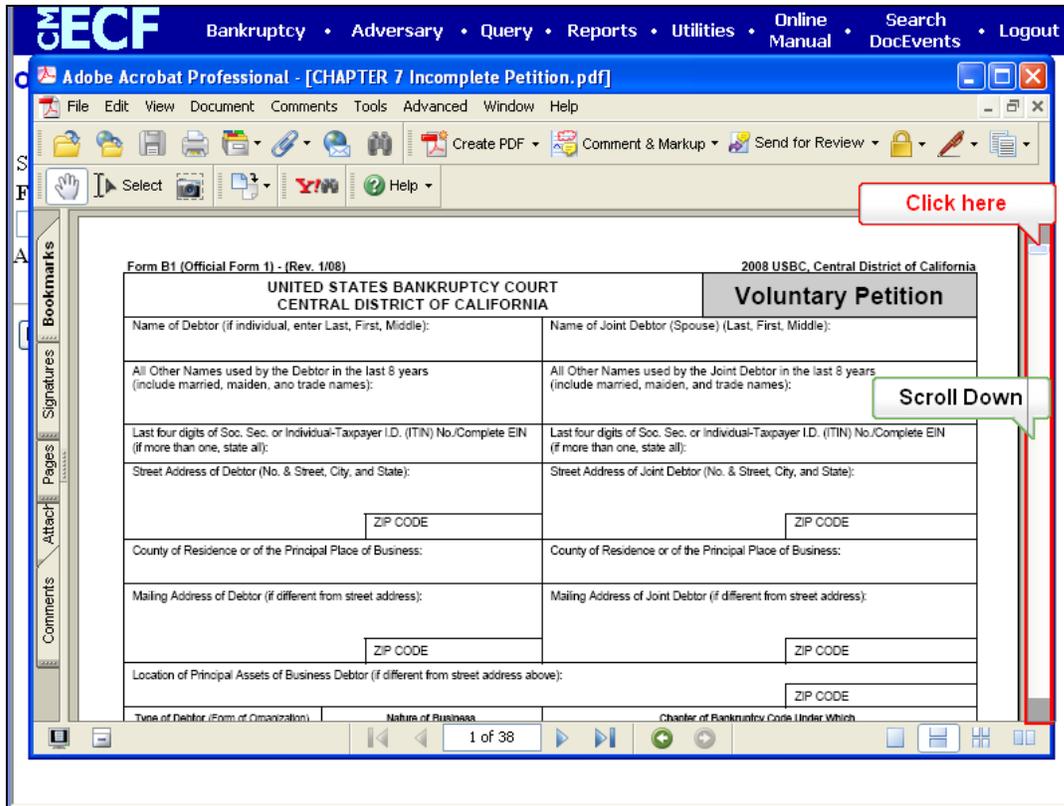
Slide notes: The Choose File pop-up window displays. Navigate to the location on your computer where you saved the debtor's petition file.

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 32

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



Slide 33

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

The screenshot displays the Adobe Acrobat Professional interface. The title bar reads "Adobe Acrobat Professional - [CHAPTER 7 Incomplete Petition.pdf]". The menu bar includes File, Edit, View, Document, Comments, Tools, Advanced, Window, and Help. The toolbar contains various icons for file operations and document editing. A status bar at the top indicates "This document contains interactive form fields." and has a "Highlight fields" checkbox.

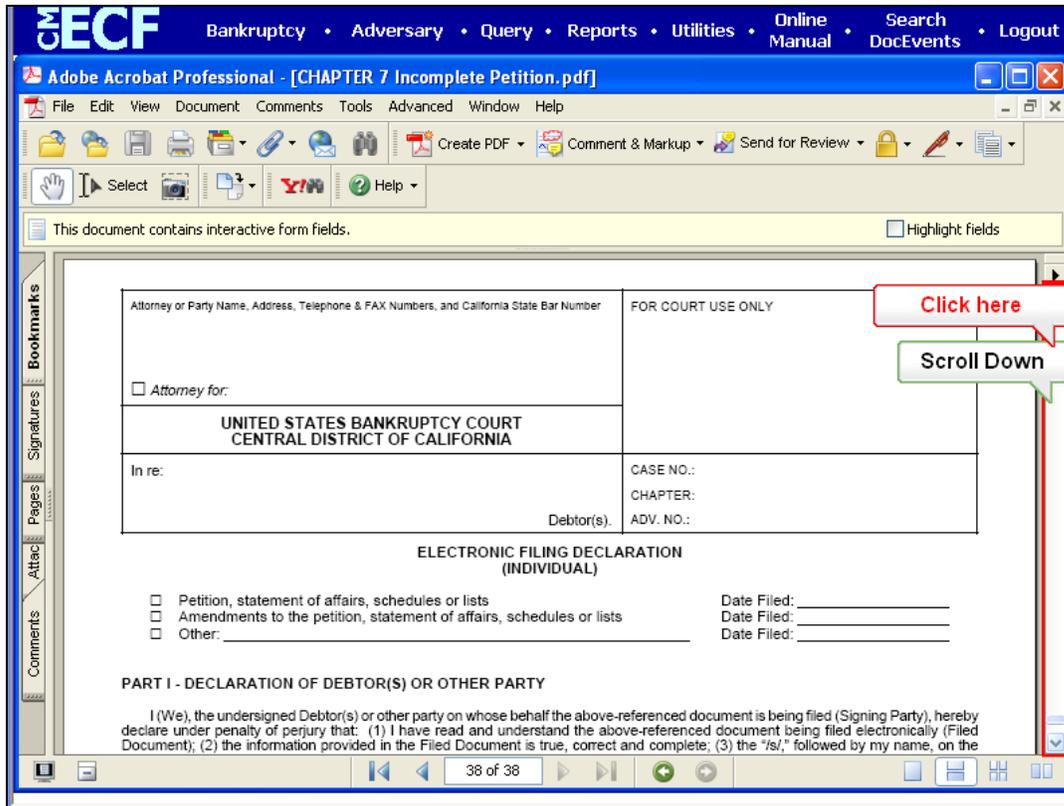
The main content area shows a form with several sections:

- Debtor estimates that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.**
- Estimated Number of Creditors:** A grid of radio buttons for ranges from 49-99 to OVER 100,000.
- Estimated Assets:** A grid of radio buttons for asset value ranges from \$0 to \$50,001 to More than \$1 billion.
- Estimated Liabilities:** A grid of radio buttons for liability value ranges from \$0 to \$50,001 to More than \$1 billion.

Below these sections is the "Form B1 (Official Form 1) (Rev. 1/08)" for the "2008 USBC, Central District of California". The form title is "Voluntary Petition". It includes fields for "Name of Debtor(s)", "Location Where Filed", "Case Number", and "Date Filed". A red box highlights a right-pointing arrow in the navigation bar with the text "Click here". Another green box highlights a right-pointing arrow in the form with the text "Click the End arrow.".

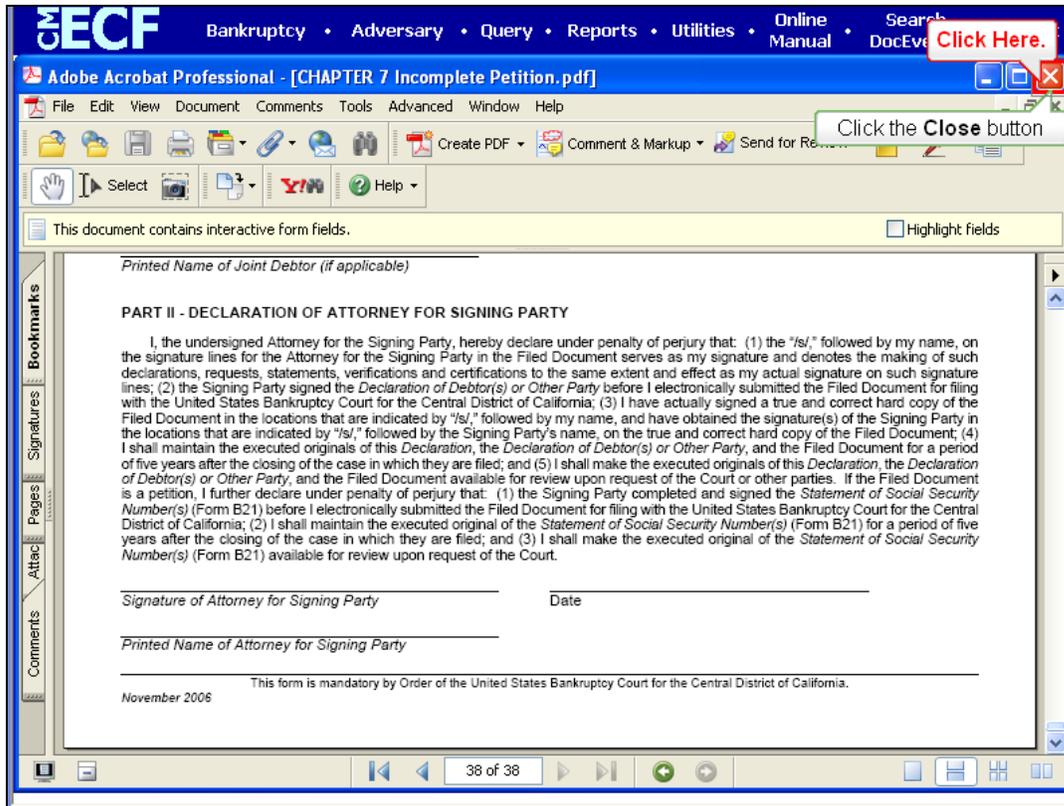
Slide 34

Slide notes: Click the End arrow.



Slide 35

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



Slide 36

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

The screenshot shows the ECF (Electronic Case Filing) website 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, there is a form for selecting a PDF document to upload, with fields for "Filename" and "Attachments to I". There are "Next" and "Clear" buttons. A "Choose file" dialog box is open, showing the contents of the "CH. 7 (Incomplete)" folder. The file "CHAPTER 7 Incomplete Petition.pdf" is selected. The dialog box has a "File name" field containing "CHAPTER 7 Incomplete Petition.pdf" and a "Files of type" dropdown set to "All Files (\*.\*)". The "Open" button is highlighted with a red box and a red callout bubble that says "Click here". A green callout bubble points to the "Open" button with the text "Click Open". Another green callout bubble at the bottom of the dialog box says "Click here for Closed Captioning." The taskbar at the bottom shows "Done" and "Internet".

Slide 1

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 [Browse...]

Attachments to Document:  No  Yes

**Click here**

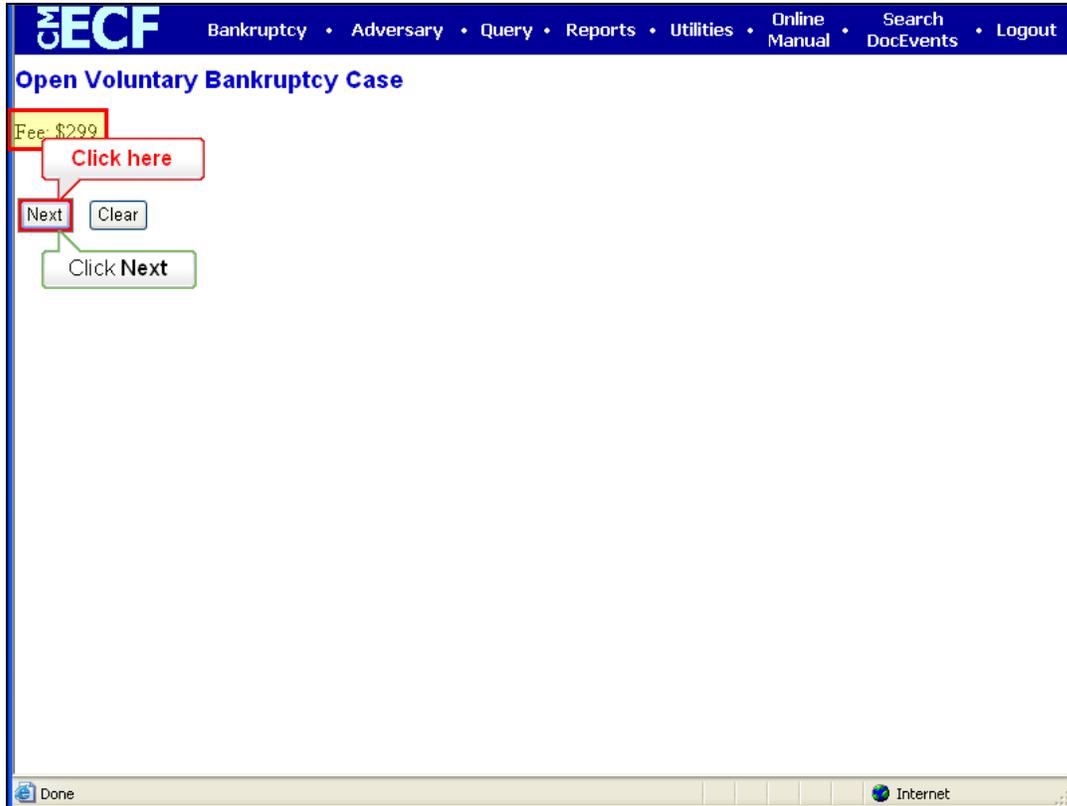
**Next** Clear

**Click Next**

Done Internet

Slide 2

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



Slide 3

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 Jonny Jones Section 316 Incomplete Filings due by 10/24/2008. Schedule A due 9/24/2008. Schedule B due 9/24/2008. Schedule C due 9/24/2008. Schedule D due 9/24/2008. Schedule E due 9/24/2008. Schedule F due 9/24/2008. Schedule G due 9/24/2008. Schedule H due 9/24/2008. Schedule I due 9/24/2008. Schedule J due 9/24/2008. Summary of schedules due 9/24/2008. Statistical Summary due 9/24/2008. Incomplete Filings due by 9/24/2008. (One, A

Click here

Next Clear

Click Next

Done Internet

Slide 4

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



Slide 5

Slide notes: The Final Docket Text page 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.

**Electronic Payment**

**IMPORTANT NOTICE**

The Bankruptcy Court for the Central District of California requires payment of fees at the time a document is filed. Your account access has been blocked, as our records indicate that the fees for the transaction listed below have not been paid. To unblock your account you must pay the fees due by clicking on the [ **Pay Now** ] button below.

If you believe this message is in error and it is during normal business hours (i.e. Monday through Friday from 9:00 a.m. to 4:00 p.m., excluding Federal Holidays), you may contact the **ECF Support Center** at (213) 894-2365 for assistance. If you require assistance outside of normal business hours, you may send an email to [ECF\\_support@cab.uscourts.gov](mailto:ECF_support@cab.uscourts.gov) and a staff member will contact you the next business day.

\*\*\*\*\*

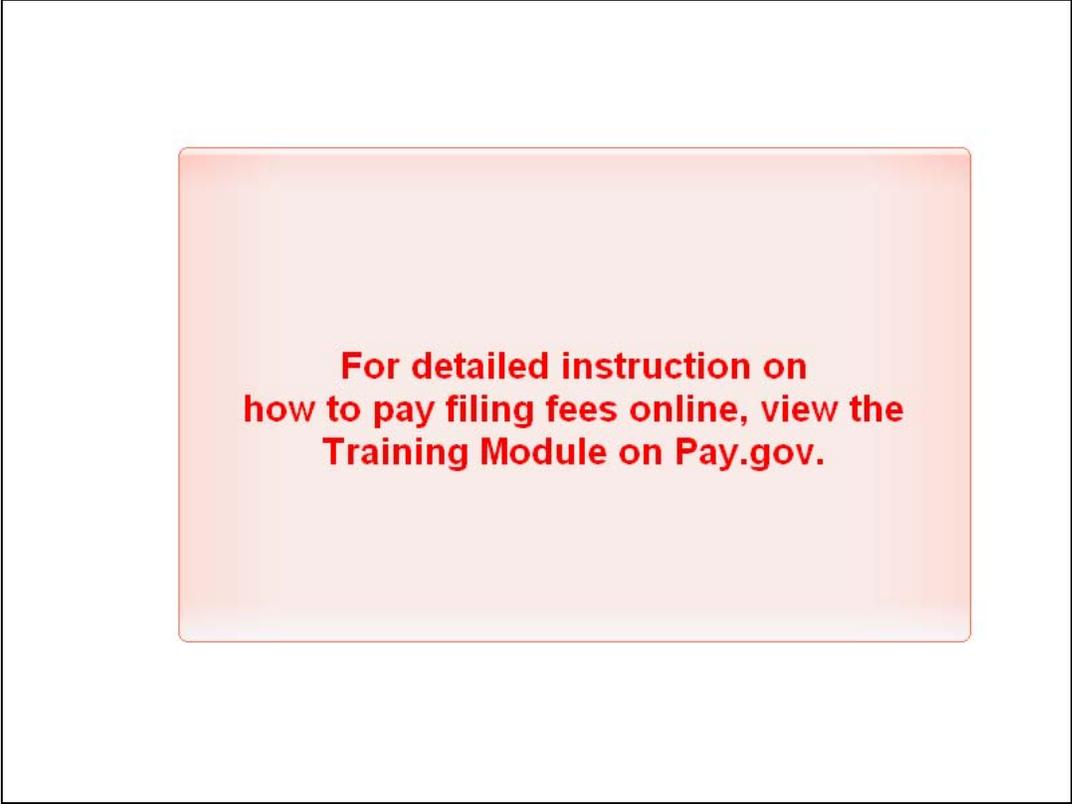
**Summary of current charges:**

Date Incurred	Description	Amount
2008-09-09 09:56:19	Voluntary Petition (Chapter 7)(2:08-bk-10656) [misc,volp7] ( 299.00)	\$ 299.00
		<b>Total: \$ 299.00</b>

Click here.      Click Pay Now

Pay Now

Slide 6  
Slide notes: The Electronic Payment screen displays prompting you to pay the fee due. Click Pay Now.



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

Slide 7

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



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

Case Number: [2:08-bk-10656](#)  
 Document Number: [1](#)

**Docket Text:**  
 Chapter 7 Voluntary Petition . Fee Amount \$299 Filed by Jonny Jones Section 316 Incomplete Filings due by 10/24/2008. Schedule A due 9/24/2008. Schedule B due 9/24/2008. Schedule C due 9/24/2008. Schedule D due 9/24/2008. Schedule E due 9/24/2008. Schedule F due 9/24/2008. Schedule G due 9/24/2008. Schedule H due 9/24/2008. Schedule I due 9/24/2008. Schedule J due 9/24/2008. Summary of schedules due 9/24/2008. Statistical Summary due 9/24/2008. Incomplete Filings due by 9/24/2008. (One, Attorney)

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

**Document description:** Main Document  
**Original filename:** C:\Documents and Settings\Subherwa\Desktop\CH. 7 (Incomplete)\CHAPTER 7 Incomplete Petition.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=1106918562 [Date=9/9/2008] [FileNumber=185454-0]  
 [ab6ad1ae272332e840b5d0041580bad1527fc79caf35526b8993a957eb93d0d83f3a4  
 b68d0e626ed7fe08efaafe760947ce302289909c74e40e19e6257d0d5d8]]

**2:08-bk-10656 Notice will be electronically mailed to:**

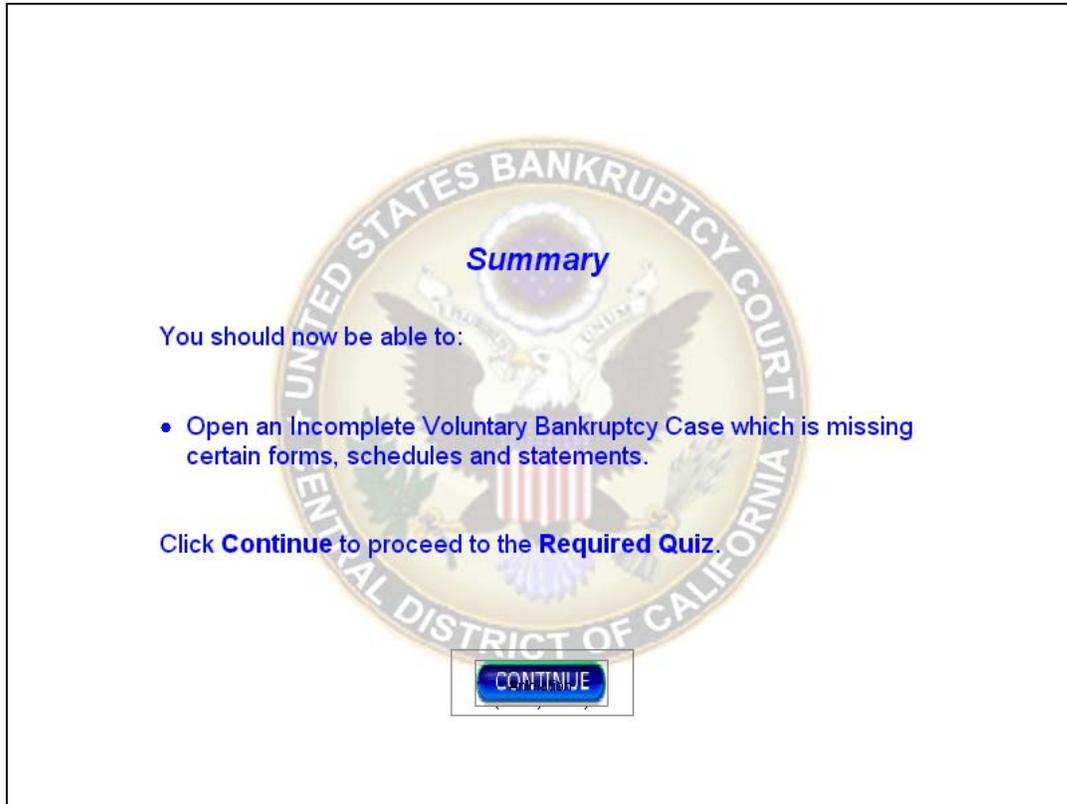
Attorney One ecfattytesting@yahoo.com, two.attorney@gmail.com

**2:08-bk-10656 Notice will not be electronically mailed to:**

United States Trustee (LA)  
 725 S Figueroa St., 26th Floor  
 Los Angeles, CA 90017

Done Internet

Slide 9  
 Slide notes:



The slide features a large, semi-transparent seal of the United States Bankruptcy Court, Central District of California, in the background. The seal includes an eagle with wings spread, holding a shield with the American flag, and the words 'UNITED STATES BANKRUPTCY COURT' and 'CENTRAL DISTRICT OF CALIFORNIA'. Overlaid on the seal is the word 'Summary' in blue. Below it, the text reads: 'You should now be able to:' followed by a bullet point: '• Open an Incomplete Voluntary Bankruptcy Case which is missing certain forms, schedules and statements.' Below the bullet point, it says: 'Click **Continue** to proceed to the **Required Quiz**.' At the bottom center, there is a blue button with the word 'CONTINUE' in white capital letters.

Summary

Slide notes: You should now be able to:

Open an Incomplete Voluntary Bankruptcy Case which is missing certain 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 17

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.