

Welcome

Slide notes: Welcome to the Training Module on Filing Forms, Schedules and/or Statements for an Incomplete Voluntary Bankruptcy Case.

**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.

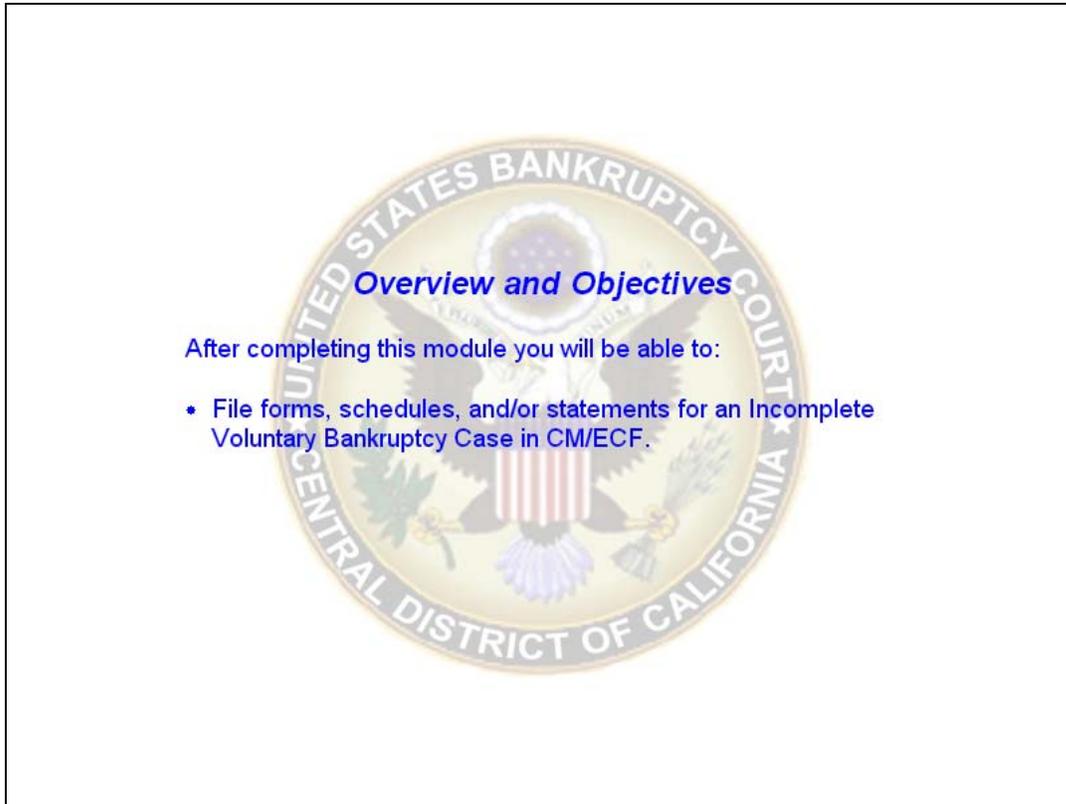
**Exit the Lesson:** To exit the lesson, click the **X** in the playback controls or the upper right corner of the lesson window.

**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: File forms, schedules and/or statements for an Incomplete Voluntary Bankruptcy Case in CM/ECF.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Log out

Scroll over



**U.S. Bankruptcy Court  
Central District Of California  
Official Court Electronic Document Filing System**

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.

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of*

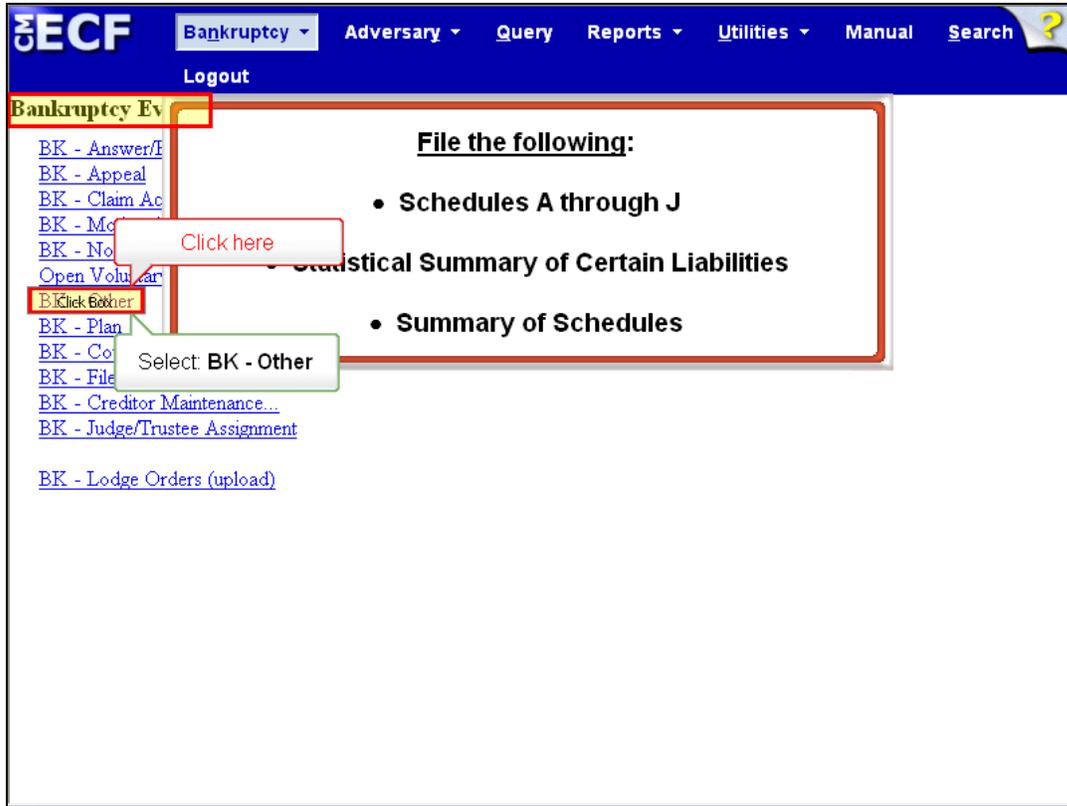
Slide 4

Slide notes: Once you successfully log into CM/ECF, the main page displays. The Main Menu bar now contains drop down menus, scroll over Bankruptcy.

The screenshot shows the ECF (Electronic Case Filing) interface for the U.S. Bankruptcy Court, Central District of California. The top navigation bar includes 'ECF', 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Manual', and 'Search'. A dropdown menu is open under 'Bankruptcy', listing various case types such as 'Answer/Reply', 'Appeal', 'BK - Claim Action', 'BK - Motions/Applications', 'BK - Notices', 'Open Voluntary Case', 'BK - Other', 'BK - Plan', 'BK - Courtesy NEF', 'BK - File Claims', 'BK - Creditor Maintenance', 'BK - Judge/Trustee Assignment', 'BK - Lodge Orders (upload)', and 'New R3 Menu Items'. A red box highlights the 'Bankruptcy' dropdown, and a white callout box with the text 'Click here' points to it. Another white callout box with the text 'Select: Bankruptcy' points to the 'Bankruptcy' option in the dropdown. The main content area features the court's seal and the text: 'U.S. Bankruptcy Court Central District Of California Official Court Electronic Document Filing System'. Below this, it states: '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.' At the bottom, a disclaimer reads: 'This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of'.

Slide 5

Slide notes: You can now make selections from the drop-down menu. For this exercise, do not make a selection. From the Main Menu Bar, select Bankruptcy.



Slide 6

Slide notes: For this exercise, you are filing Schedules A through J, Statistical Summary of Certain Liabilities, and Summary of Schedules for the Incomplete Bankruptcy Petition.

The Bankruptcy Events screen displays. Select BK-Other.



Slide 7

Slide notes: The Case Number screen displays. Enter the case number as instructed, then click Find this Case.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous" and contains a search form. The form has a label "Case Number" and a text input field containing "08-10698". To the right of the input field is a status message: "Looking up case number 08-10698...". Below the input field are two buttons: "Next" and "Clear".

Slide 8

Slide notes: Wait while the CM/ECF system is looking up the case number.

ECF Bankruptcy Adversary Query Reports Utilities Manual Search ?

Logout

Miscellaneous

Case Number

2108 bk 10698

Name

**Divisional Office Numbers:**

1 = San Fernando Valley Division

2 = Los Angeles Division

6 = Riverside Division

8 = Santa Ana Division

9 = Northern Division

Click here

Slide 9

Slide notes: The complete case number populates the case number field.

Note: A list of cases displays when more than one debtor is assigned the same case number. Each case was filed in a different divisional office. When there is more than one case that matches the number entered, select the appropriate case name. In CM/ECF, a case number contains the Divisional Office number, the year the case was filed, bk for Bankruptcy or ap for Adversary proceeding, the case number and the name of the debtor.

The Divisional Office numbers are: 1 - San Fernando Valley Division, 2 - Los Angeles Division, 6 - Riverside Division, 8- Santa Ana Division and 9 - Northern Division.

For this exercise, only one case number displays. Click Next.

ECF Bankruptcy Adversary Query Reports Utilities Manual Search ?

Logout

Miscellaneous

Type: Schedule Type: Schedule Office: 2 (Los Angeles)  
Case Flag: Incomplete

Start typing to find an event.

Available Events (click to select events)

- Addendum to Chapter 13 Plan
- Addendum to Vol Pet
- Affidavit
- Amended Creditor Matrix (Fee)
- Amended answer
- Attorney's State Bar Number
- Atty Signature Petition Page
- BPP Disclosure Notice to Debtors - Form 19B
- Balance Sheet
- Bill of Costs Submitted
- Brief
- Cash Flow Statement
- Certificate of Credit Counseling
- Certificate of Service
- Certificate of Service of Tax Information to Requestor
- Chapter 11 Ballots
- Chapter 13 Statement of Current Monthly and Disposable Income (Form 22C)
- Chapter 15 list

Selected Events (click to remove events)

Next Clear

Slide 10  
Slide notes: The Events screen displays. To find the event you are looking for, start typing the event name in the search field. For this exercise, enter the event name as instructed.

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

Logout

**Miscellaneous**

2:08-bk-10698-TD Vict  
Type: bk  
Judge: TD

Schedule

**Available Events** (click)

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Summary of Schedules

Next Clear

**For this exercise file:**

- Schedules A through J
- Statistical Summary of Certain Liabilities
- Summary of Schedules

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Slide 11

Slide notes: The Available Events automatically scrolls to the event name searched. For this exercise you are filing Schedules A through J, Statistical Summary of Certain Liabilities, and Summary of Schedules.

Start by selecting Schedule A in the Available Events field.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

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

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

- Rebuttal of Presumption of Undue Hardship
- Rescission of Reaffirmation Agreement
- Redemption agreement
- Request for Debtor to File Tax Information
- Request for admissions
- Request for court costs
- Request for judicial notice
- Request for special notice

Select **Schedule B** **Click here**

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

Schedule A

**Press and Hold the Ctrl key to select multiple items**

Next Clear

Slide 12

Slide notes: Schedule A now populates in the Selected Events field.

Press and hold the Control key to make additional selections from the Available Events field. Holding the Control key allows for the selection of multiple events. As you make a selection, the event should populate in the Selected Events field. If your selection does not populate the Selected Events field, you must make the selection again. To remove an event from the Selected Events field, click on that event. The screen will automatically refresh to remove the event selected.

For this exercise, remember to select Schedules A through J.

Continue with the selection as instructed on the screen.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below this is a 'Logout' button. The main content area is titled 'Miscellaneous' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details include: Type: bk, Chapter: 7 v, Office: 2 (Los Angeles), Judge: TD, Assets: n, and Case Flag: Incomplete. Below the case details is a search box with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' There are two columns of event selection options: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Rebuttal of Presumption of Undue Hardship, Recision of Reaffirmation Agreement, Redemption agreement, Request for Debtor to File Tax Information, Request for admissions, Request for court costs, Request for judicial notice, Request for special notice, and Resignation of trustee and interim successor trustee. A 'Select: Schedule C' button is highlighted, and a red callout box points to it with the text 'Click here'. The 'Selected Events' list includes: Schedule A and Schedule B. A large red callout box with white text says 'Press and Hold the Ctrl key to select multiple items'. At the bottom of the 'Available Events' list, there are 'Next' and 'Clear' buttons.

Slide 13  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

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

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

- Rebuttal of Presumption of Undue Hardship
- Recision of Reaffirmation Agreement
- Redemption agreement
- Request for Debtor to File Tax Information
- Request for admissions
- Request for court costs
- Request for judicial notice
- Request for special notice
- Resignation of trustee and interim successor trustee
- Rights and Resp Agreement

Select: **Schedule D** Click here

- Schedule C
- Schedule D** Click Box
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I

Next Clear

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

- Schedule A
- Schedule B
- Schedule C

**Press and Hold the Ctrl key  
to select multiple items**

Slide 14  
Slide notes:

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

Logout

**Miscellaneous**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

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

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

- Rebuttal of Presumption of Undue Hardship
- Recision of Reaffirmation Agreement
- Redemption agreement
- Request for Debtor to File Tax Information
- Request for admissions
- Request for court costs
- Request for judicial notice
- Request for special notice
- Resignation of trustee and interim successor trustee
- Rights and Resp Agreement
- Schedule A
- Select: **Schedule E**
- Schedule D
- Schedule E** Click Box
- Schedule F
- Schedule G
- Schedule H
- Schedule I

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

- Schedule A
- Schedule B
- Schedule C
- Schedule D

**Press and Hold the Ctrl key to select multiple items**

Next Clear

Slide 15  
Slide notes:

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Manual', and 'Search' menus. Below this is a 'Logout' button. The main content area is titled 'Miscellaneous' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details include: Type: bk, Chapter: 7 v, Office: 2 (Los Angeles), Judge: TD, Assets: n, and Case Flag: Incomplete. Below the case details is a search box with the prompt 'Start typing to find another event. Hold down Ctrl to add additional items.' There are two columns of event selection options: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes items like 'Rebuttal of Presumption of Undue Hardship', 'Recision of Reaffirmation Agreement', 'Redemption agreement', 'Request for Debtor to File Tax Information', 'Request for admissions', 'Request for court costs', 'Request for judicial notice', 'Request for special notice', 'Resignation of trustee and interim successor trustee', 'Rights and Resp Agreement', 'Schedule A', and 'Schedule B'. A 'Schedule F' button is highlighted with a green border, and a red callout box points to it with the text 'Click here'. Below this, a scrollable list shows 'Schedule E', 'Schedule F', 'Schedule G', 'Schedule H', and 'Schedule I'. A red box highlights 'Schedule F' with the text 'Click Box'. At the bottom of the 'Available Events' section are 'Next' and 'Clear' buttons. The 'Selected Events' list contains 'Schedule A', 'Schedule B', 'Schedule C', 'Schedule D', and 'Schedule E'. A large red callout box in the center of the page contains the text 'Press and Hold the Ctrl key to select multiple items'.

Slide 16  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' button. The main content area is titled 'Miscellaneous' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details include: Type: bk, Chapter: 7 v, Office: 2 (Los Angeles), Judge: TD, Assets: n, and Case Flag: Incomplete. Below the case details is a search box with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' The interface is divided into two main sections: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Rebuttal of Presumption of Undue Hardship, Recision of Reaffirmation Agreement, Redemption agreement, Request for Debtor to File Tax Information, Request for admissions, Request for court costs, Request for judicial notice, Request for special notice, Resignation of trustee and interim successor trustee, Rights and Resp Agreement, Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, Schedule G, Schedule H, and Schedule I. A red box highlights 'Schedule G' with a 'Click here' callout. A green box points to 'Schedule G' with the text 'Select: Schedule G'. Below the list are 'Next' and 'Clear' buttons. The 'Selected Events' list contains: Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, and Schedule F. A large red box with white text says 'Press and Hold the Ctrl key to select multiple items'.

Slide 17  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details include: Type: bk, Chapter: 7 v, Office: 2 (Los Angeles), Judge: TD, Assets: n, and Case Flag: Incomplete. Below the case details is a search box with the prompt "Start typing to find another event. Hold down Ctrl to add additional items." The interface is divided into two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes various legal actions such as "Rebuttal of Presumption of Undue Hardship", "Recision of Reaffirmation Agreement", "Redemption agreement", "Request for Debtor to File Tax Information", "Request for admissions", "Request for court costs", "Request for judicial notice", "Request for special notice", "Resignation of trustee and interim successor trustee", "Rights and Resp Agreement", and Schedules A through I. "Schedule H" is highlighted in blue, and a red callout box with the text "Click here" points to it. Below the "Available Events" list are "Next" and "Clear" buttons, and a "Select: Schedule H" button. The "Selected Events" list currently contains "Schedule A", "Schedule B", "Schedule C", "Schedule D", "Schedule E", "Schedule F", and "Schedule G". A large red callout box with the text "Press and Hold the Ctrl key to select multiple items" is positioned to the right of the "Selected Events" list.

Slide 18  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details include: Type: bk, Chapter: 7 v, Office: 2 (Los Angeles), Judge: TD, Assets: n, and Case Flag: Incomplete. Below the case details is a search box with the text "Start typing to find another event. Hold down Ctrl to add additional items." There are two columns of event selection options: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Rebuttal of Presumption of Undue Hardship, Recision of Reaffirmation Agreement, Redemption agreement, Request for Debtor to File Tax Information, Request for admissions, Request for court costs, Request for judicial notice, Request for special notice, Resignation of trustee and interim successor trustee, Rights and Resp Agreement, Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, Schedule G, Schedule H (highlighted in blue), and Schedule I. The "Selected Events" list includes: Schedule A, Schedule B, Schedule E, Schedule F, Schedule G, and Schedule H. A red callout box with the text "Click here" points to the "Schedule H" item in the "Selected Events" list. A green callout box with the text "Scroll down" points to the scroll bar of the "Available Events" list. At the bottom of the event selection area are "Next" and "Clear" buttons.

Slide 19

Slide notes: Release the Control Key and Scroll down.

ECF Bankruptcy Adversary Query Reports Utilities Manual Search ?

Logout

Miscellaneous

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

Find another event. Hold down Ctrl to add additional items.

Available Events (click to select)

Schedule I Click Box

Select: Schedule I

Selected Events (click to remove events)

Schedule A  
Schedule B  
Schedule C  
Schedule D  
Schedule E  
Schedule F  
Schedule G  
Schedule H

Press and Hold the Ctrl key to select multiple items

Next Clear

Slide 20

Slide notes: Now press the Control key and continue with the selection as instructed on the screen.

ECF Bankruptcy Adversary Query Reports Utilities Manual Search ?

Logout

Miscellaneous

2:08-bk-10698-TD Victoria Winters

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

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

Available Events (click to select) **Click here**

Schedule I  
Schedule J **Click Box**  
Self Help Clinic User  
Statement  
Statement Ass **Select: Schedule J**  
Statement in Support of Reaffirmation Agreement  
Statement of Current Monthly Income (Chapter 11 - Form 22B)  
Statement of Current Monthly and Means Test Calculation (Chapter 7 - Form 22A)(BNC Option)  
Statement of Financial Affairs  
Statement of Good Faith  
Statement of Intent  
Statement of Operations  
Statement of Related Case  
Statement of zero balance  
Statistical Summary of Certain Liabilities  
Status report

Selected Events (click to remove events)

Schedule A  
Schedule B  
Schedule C  
Schedule D  
Schedule E  
Schedule F  
Schedule G  
Schedule H  
Schedule I

**Press and Hold the CTRL key to select multiple items**

Next Clear

Slide 21  
Slide notes:

ECF Bankruptcy Adversary Query Reports Utilities Manual Search ?

Logout

**Miscellaneous**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

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

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

- Schedule I
- Schedule J
- Self Help Clinic User
- Statement
- Statement Assist non-Atty
- Statement in Support of Reaffirmation Agreement
- Statement of Current Monthly Income (Chapter 11 -Form 22B)
- Statement of Current Monthly and Means Test Calculation (Chapter 7 - Form 22A)(BNC Option)
- Statement of Financial Affairs
- Statement of Good Faith
- Statement of Intent
- Statement of Operations
- Statement of Related Case
- Statement of zero balance
- Statistical Summary of Certain Liabilities
- Status report

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

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

Click here

Release the Ctrl key

Next Clear Select: Statistical Summary of Certain Liabilities

Slide 22

Slide notes: Release the control key. To select Statistical Summary of Certain Liabilities, press and hold the control key.

ECF Bankruptcy Adversary Query Reports Utilities Manual Search ?

Logout

**Miscellaneous**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

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

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

- Schedule I
- Schedule J
- Self Help Clinic User
- Statement
- Statement Assist non-Atty
- Statement in Support of Reaffirmation Agreement
- Statement of Current Monthly Income (Chapter 11 -Form 22B)
- Statement of Current Monthly and Means Test Calculation (Chapter 7 - Form 22A)(BNC Option)
- Statement of Financial Affairs
- Statement of Good Faith
- Statement of Intent
- Statement of Operations
- Statement of Related Case
- Statement of zero balance
- Statistical Summary of Certain Liabilities**
- Status report

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

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Statistical Summary of Certain Liabilities

Next Clear

Slide 23

Slide notes: Release the Control Key and Scroll down.

Slide 24

Slide notes: Press and hold the Control key. Select Summary of Schedules.

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

Logout

**Miscellaneous**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

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

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

- Statement Assist non-Atty
- Statement in Support of Reaffirmation Agreement
- Statement of Current Monthly Income (Chapter 11 -Form 22B)
- Statement of Current Monthly and Means Test Calculation (Chapter 7 - Form 22A)(BNC Option)
- Statement of Financial Affairs
- Statement of Good Faith
- Statement of Intent
- Statement of Operations
- Statement of Related Case
- Statement of zero balance
- Statistical Summary of Certain Liabilities
- Status report
- Substitution of attorney
- Schedules

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

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Statistical Summary of Certain Liabilities
- Summary of Schedules

Click here

Next Clear

Slide 25

Slide notes: All of the events populate in the Selected Events field as you make your selections from the Available Events field. Remember to review the Selected Events field to confirm that all of the forms, schedules and statements you are filing have been selected. Then click Next.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a checkbox labeled 'Joint filing with other attorney(s)'. This checkbox is highlighted with a red box. Below the checkbox, there are two buttons: 'Next' and 'Clear'. The 'Next' button is also highlighted with a red box, and a red callout box with the text 'Click here' points to it. There is also a partially visible button labeled 'C' below the 'Next' button.

Slide 26

Slide notes: The Joint Filing with Other Attorney(s) screen displays. Do not make a selection. Click Next.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details is a 'Select the Party:' dropdown menu. The menu is open, showing three options: 'Gill, David A [Trustee]', 'United States Trustee (LA), [U.S. Trustee]', and 'Winters, Victoria [Debtor]'. The 'Winters, Victoria [Debtor]' option is highlighted. A red box highlights the 'Select the Party:' label, and a red callout box points to the 'Winters, Victoria [Debtor]' option with the text 'Click here'. A green callout box points to the selected option with the text 'Select: Winters, Victoria [Debtor]'. To the right of the dropdown menu, the word 'Party' is visible. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Slide 27

Slide notes: The Select a Party screen displays. Select the debtor, Victoria Winters.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous:" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing the following options:

- Gill, David A [Trustee]
- United States Trustee (LA), [U.S. Trustee]
- Winters, Victoria [Debtor]

To the right of the dropdown menu is a link labeled "Add/Create New Party". Below the dropdown menu, there are two buttons: "Next" and "Clear". A red box highlights the "Next" button, and a red callout box with the text "Click here" points to it. Below the "Next" button, there is a green callout box with the text "Click Next".

Slide 28  
Slide notes: Click Next.

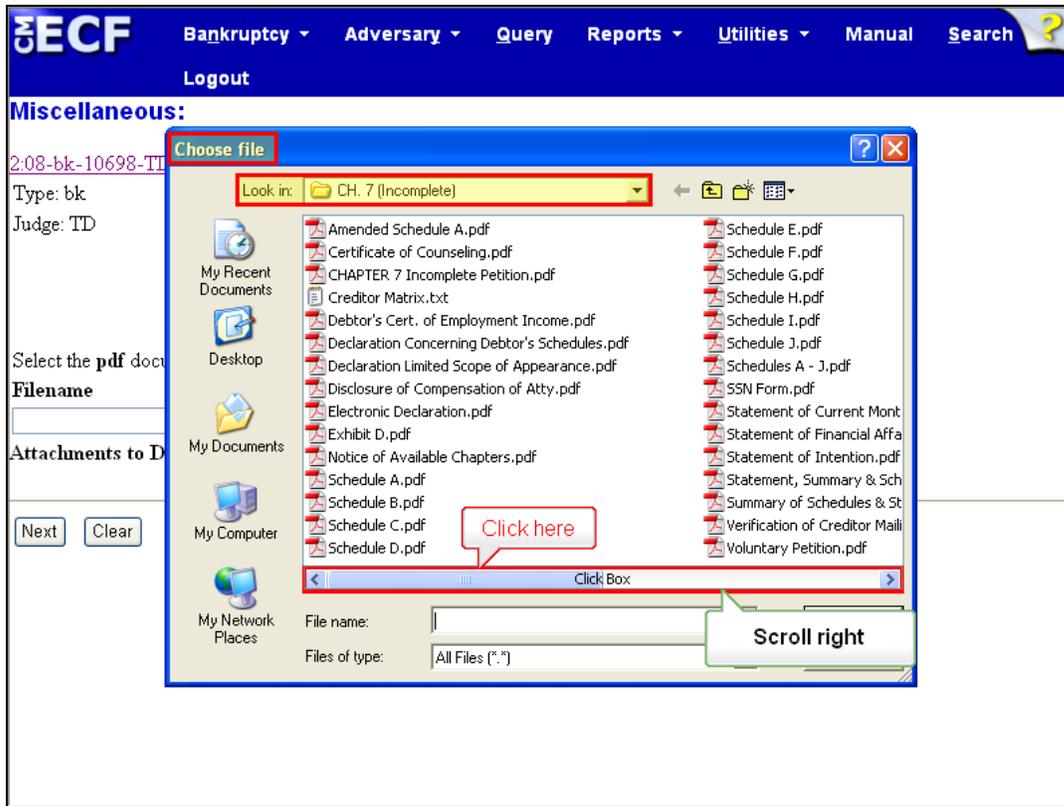
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous:" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case information, there is a section for selecting a PDF document. The text reads: "Select the pdf document (for example: CA199c)". A red box highlights this text, and a red callout bubble points to it with the text "Click here". Below this is a "Filename" input field. A red box highlights the "Browse" button next to the input field, and a red callout bubble points to it with the text "Click here". Below the input field, there are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. A green callout bubble points to the "Browse" button with the text "Click Browse". At the bottom of the form, there are "Next" and "Clear" buttons.

Slide 29

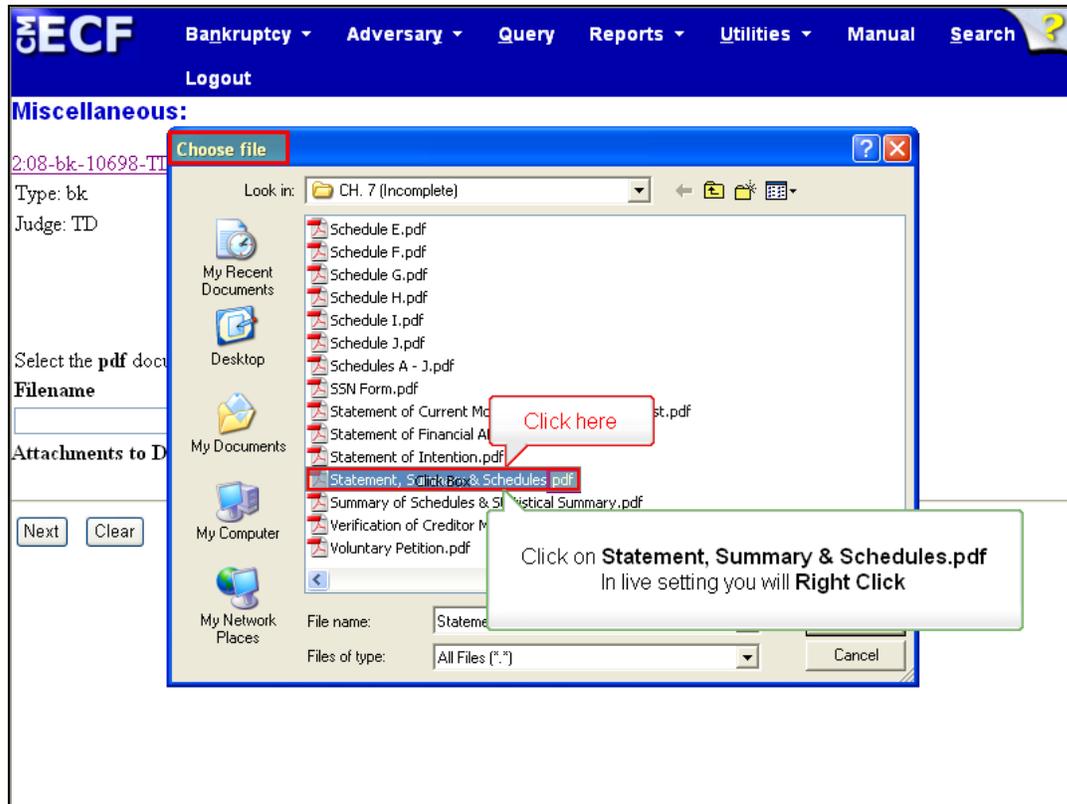
Slide notes: The Select the pdf document screen displays. Click Browse.



Slide 30

Slide notes: The Choose File pop-up window displays. Navigate to the location on your computer where you saved the debtor's statement, summary and schedules.

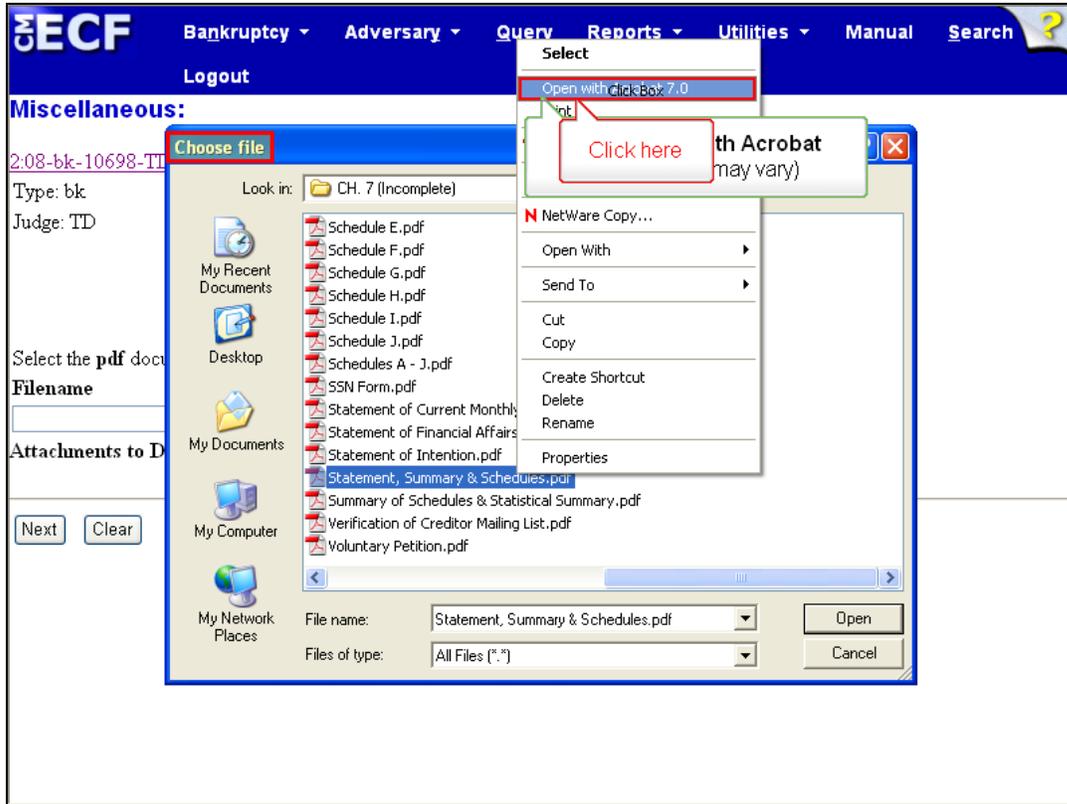
For this exercise, scroll to the right to find the correct attachment.



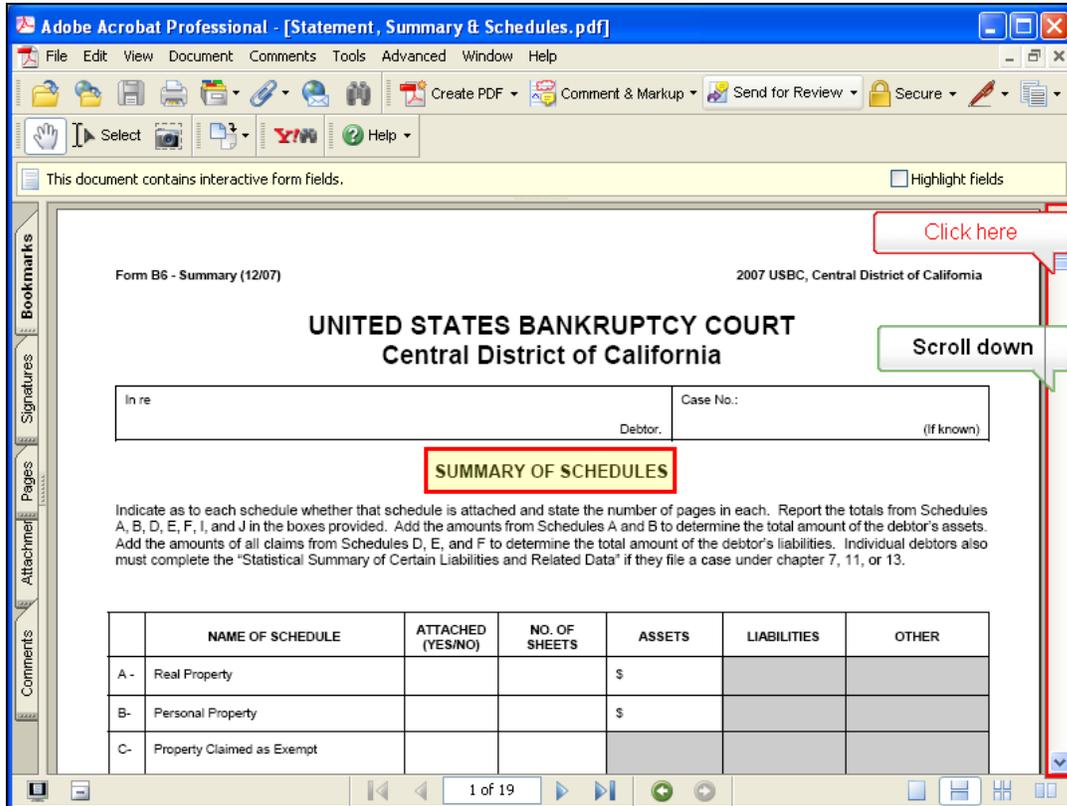
Slide 31

Slide notes: Please Note: All attachments should be in a pdf (also known as Portable Document Format). If you try to upload any other format you will receive an error message. Also note, always right click, open, review and verify that you have selected the correct pdf.

For this exercise, right click on Statement, Summary and Schedules pdf.

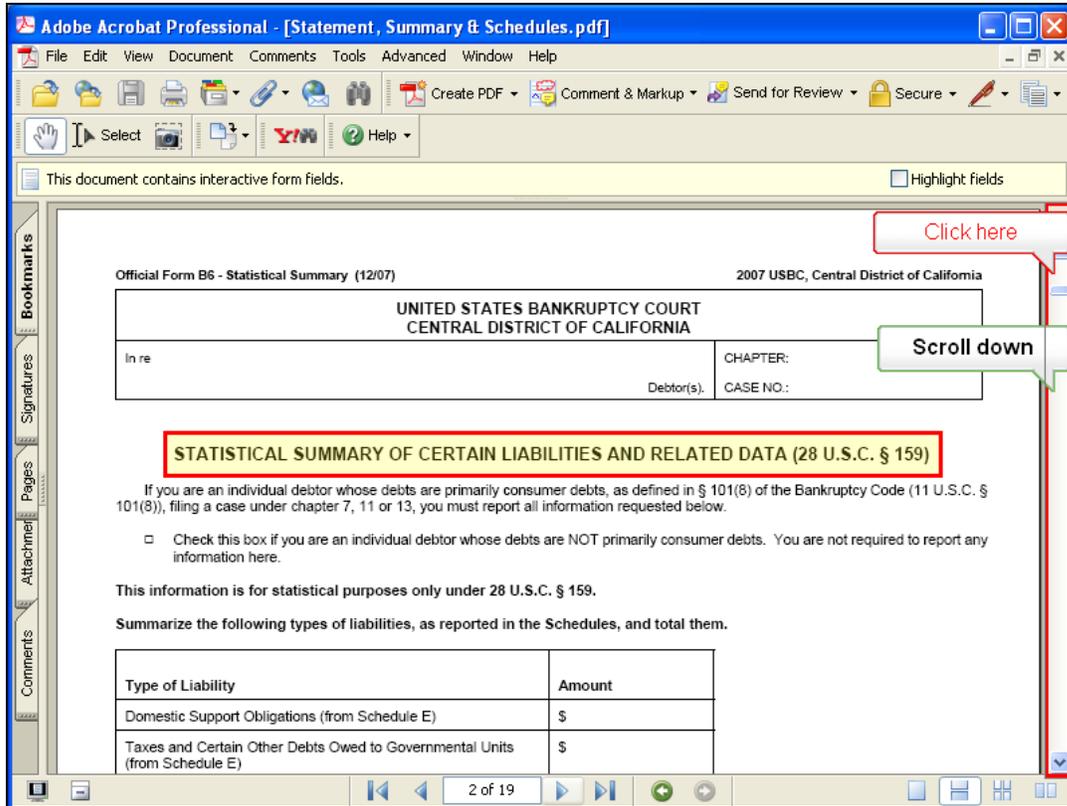


Slide 32  
Slide notes: Select Open with Acrobat.



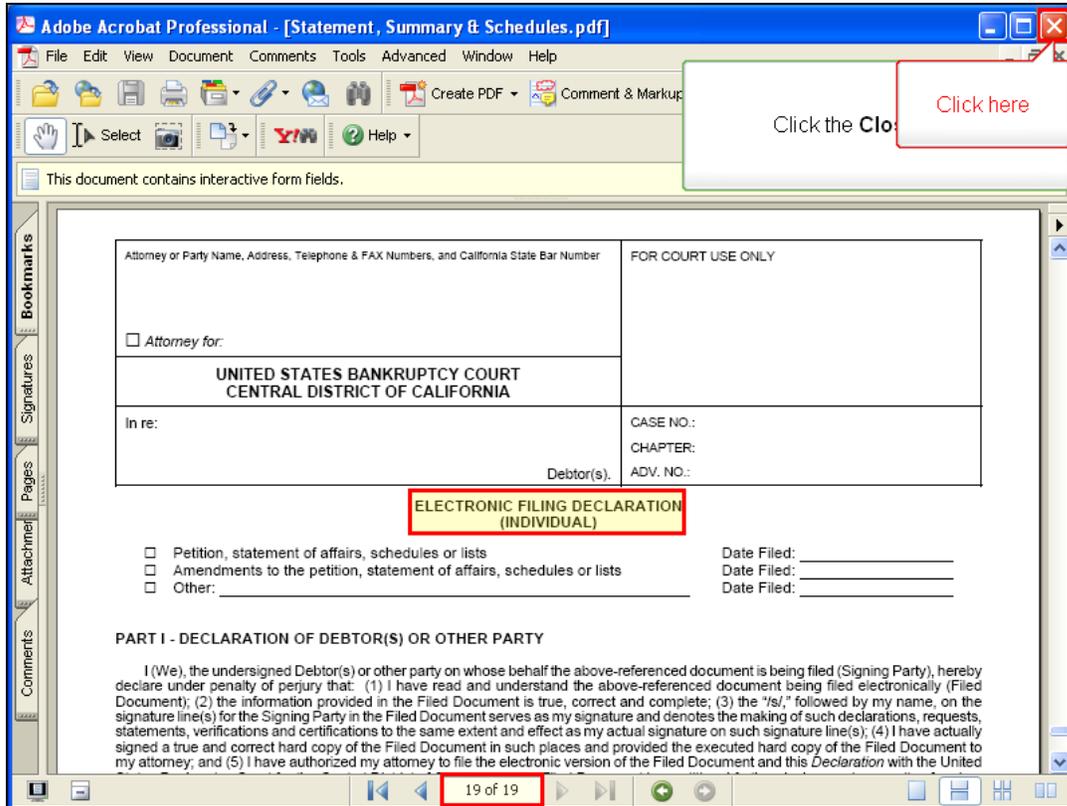
Slide 33

Slide notes: Review the document to ensure all forms are included and pertains to the correct case number. Scroll down.



Slide 34  
Slide notes: Scroll down.





Slide 2

Slide notes: The last page of the document displays. Close the pdf by clicking the Close button.

The screenshot shows the ECF (Electronic Case Filing) website interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below these is a 'Logout' link. The main content area is titled 'Miscellaneous:' and contains a form with fields for 'Type: bk' and 'Judge: TD'. A 'Choose file' dialog box is open over the form, displaying a list of files in the 'CH. 7 (Incomplete)' folder. The file 'Statement, Summary & Schedules.pdf' is selected. A red callout bubble points to the 'Open' button, and a green callout bubble points to the file name in the 'File name:' field. The 'File name:' field contains 'Statement, Summary & Schedules.pdf' and the 'Files of type:' dropdown is set to 'All Files (\*.\*)'.

Slide 3  
Slide notes: Click Open.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

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

**Filename**

C:\Documents and Settings\Subherwa\De  Browse...

Attachments to Document:  No  Yes

---

Slide 4

Slide notes: A link to the schedules, summary and statement 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 bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' button. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case information is a form titled 'Is This Schedule Being Amended?'. The form contains a blue button with a white down arrow, a 'Next' button, and a 'Clear' button. A red box highlights the blue button with a down arrow, and a callout box points to it with the text 'Click here -down arrow'.

Slide 5

Slide notes: The Is This Schedule Being Amended? screen displays. This screen will display for each schedule you are filing. Click the drop-down arrow.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

**Is This Schedule Being Amended?**

Yes

No

Slide 6  
Slide notes: For this exercise, none of the schedules are being amended. Select No.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled 'Is This Schedule Being Amended?' with a dropdown menu currently set to 'No'. There are two buttons: 'Next' and 'Clear'. A red box highlights the 'Next' button, and a red callout box with the text 'Click here' points to it.

Slide 7  
Slide notes: Click Next.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Next Clear

Click here -down arrow

Slide 8

Slide notes: Continue as instructed on screen. Remember none of the schedules are being amended in this exercise.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Yes Clear

Click here

Slide 9  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous:" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled "Is This Schedule Being Amended?". This section contains a dropdown menu with "No" selected, a "Next" button, and a "Clear" button. A red box highlights the "Next" button, and a red callout box with the text "Click here" points to it.

Slide 10  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Next Clear

Click here -down arrow

Slide 11  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Yes Clear

Click Box

Click here

Slide 12  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled 'Is This Schedule Being Amended?' which is highlighted with a red box. This section contains a dropdown menu with 'No' selected, a 'Next' button, and a 'Clear' button. A red callout box with the text 'Click here' points to the 'Next' button.

Slide 13  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Next Clear

Click here -down arrow

Slide 14  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

**Is This Schedule Being Amended?**

Yes

No

Slide 15  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous:" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled "Is This Schedule Being Amended?". This section contains a dropdown menu with "No" selected, a "Next" button, and a "Clear" button. A red box highlights the "Next" button, and a red callout box with the text "Click here" points to it.

Slide 16  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Next Clear

Click here -down arrow

Slide 17  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

**Is This Schedule Being Amended?**

Yes

No

Slide 18  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

No ▾

Next Clear

Click here

Slide 19  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Next Clear

Click here -down arrow

Slide 20  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous:" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled "Is This Schedule Being Amended?". This section contains a dropdown menu with a downward arrow, a "Clear" button, and a "Click Box" button. A red box highlights the "Click Box" button, and a red callout box with the text "Click here" points to it.

Slide 21  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

No ▾

Next Clear

Click here

Slide 22  
Slide notes:

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Is This Schedule Being Amended?**

Next Clear

Click here -down arrow

Slide 23  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details is a form titled 'Is This Schedule Being Amended?'. The form contains a dropdown menu with a downward arrow, a 'Clear' button, and a 'Click Box' button. A red box highlights the 'Click Box' button, and a red callout box with the text 'Click here' points to it.

Slide 24  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a "Logout" link. The main content area is titled "Miscellaneous:" and displays case information for "2:08-bk-10698-TD Victoria Winters". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there is a section titled "Is This Schedule Being Amended?". This section contains a dropdown menu with "No" selected, a "Next" button, and a "Clear" button. A red box highlights the "Next" button, and a red callout box with the text "Click here" points to it.

Slide 25  
Slide notes:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Manual, and Search. Below the navigation bar is a 'Logout' link. The main content area is titled 'Miscellaneous:' and displays case information for '2:08-bk-10698-TD Victoria Winters'. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 2 (Los Angeles)
Judge: TD	Assets: n	Case Flag: Incomplete

Below the case details, there are two callout boxes: a green one pointing to 'Type: 650000.00' and a red one pointing to 'Type: 650000.00'. The main form area is titled 'Enter Real Property Amount:' and contains a red-bordered input field. Below the input field are two buttons: 'Next' (highlighted with a red box) and 'Clear'. A callout box labeled 'Click Next' points to the 'Next' button.

Slide 26

Slide notes: The Enter Real Property Amount screen displays. Refer to Schedule A to enter this amount. For this exercise, enter the amount as instructed, then click Next.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

Type: 13700.00 Type: 13700.00

**Enter Personal Property Amount:**

Next Clear

Click Next

Slide 27

Slide notes: The Enter Personal Property Amount screen displays. Refer to Schedule B to enter this amount. For this exercise, enter the amount as instructed, then click Next.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

Type: 554000.00 Type: 554000.00

Enter Secured Claims Total:

Next Clear

Click Next

Slide 28

Slide notes: The Enter Secured Claims Total screen displays. Refer to Schedule D to enter this amount. For this exercise, enter the amount as instructed, then click Next.

Slide 1

Slide notes: The Enter Unsecured Priority Claims Total screen displays. Refer to Schedule E to enter this amount. For this exercise, enter the amount as instructed, then click Next.

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

Logout

**Miscellaneous:**

2:08-bk-10698-TD Victoria Winters

Type: bk Chapter: 7 v Office: 2 (Los Angeles) Case Flag: Incomplete

Judge: TD Assets: n

Type: 0.00 then press Tab key

Type: 0.00 then Tab key

**NOTE: Enter an Amount, before you continue.**

Enter Unsecured NonPriority Claims Total

**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 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"/>

Slide 2

Slide notes: Note: When filing schedules and summary of schedules together, this screen displays with both the Enter Unsecured NonPriority Claims Total and Summary of Schedules. You must enter an amount for the Unsecured NonPriority Claims total. Do not proceed until you have entered an amount in this field.

The Enter Unsecured NonPriority Claims Total field displays. Refer to Schedule F to enter this amount. For this exercise, enter the amount as instructed, then press the tab key.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

Enter Unsecured NonPriority Claims Total:

**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	Type: 6500 then press <b>Tab</b>	Type: 650000 then <b>Tab key</b>	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"/>

Slide 3

Slide notes: You may now continue with the Summary of Schedules screen. Please refer to your Summary of Schedules and Statistical Summary forms to fill-in the appropriate amounts. Enter the amounts as instructed on screen. Begin by entering the amount from Schedule A for Real Property, then press your tab key.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

Enter Unsecured NonPriority Claims Total:

**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	<input type="text" value="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"/>

Slide 4

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

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

Enter Unsecured NonPriority Claims Total:

**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"/>	Type: <b>554000</b> then press <b>Tab key</b>	
B - Personal Property	<input type="text" value="13700.00"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		Type: <b>554000</b> then <b>Tab key</b>	
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			<input type="text"/>

Slide 5

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

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

Enter Unsecured NonPriority Claims Total:

**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="554000.00"/>	
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"/>

Press Tab key

Press Tab key

Slide 6

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

Please Note: If the amount for a field is zero, you do not need to enter the amount, press the Tab key to go to the next field.

For this exercise, the amount for Schedule E is zero, do not type zero, press the Tab key to continue.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

Enter Unsecured NonPriority Claims Total:

**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			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			<input type="text"/>

Press Tab key

Press Tab key

Slide 7

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

Please Note: If the amount for a field is zero, you do not need to enter the amount, press the Tab key to go to the next field.

For this exercise, the amount for Schedule F is zero, do not type zero, press the Tab key to continue.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
 Judge: TD Assets: n Case Flag: Incomplete

Enter Unsecured NonPriority Claims Total:

**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="554000.00"/>	
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"/>

Click here

Scroll down

Slide 8  
 Slide notes: Scroll down

 <span style="float: right;"> <a href="#">Bankruptcy</a> ▾                     <a href="#">Adversary</a> ▾                     <a href="#">Query</a> <a href="#">Reports</a> ▾                     <a href="#">Utilities</a> ▾                     <a href="#">Manual</a> <a href="#">Search</a>  </span>			
<b>Logout</b>			
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="554000.00"/>	
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; <b>OR</b> , Form 22B Line 11; <b>OR</b> , Form 22C Line 20)			<input type="text"/>
<b>TOTAL Type of Liability</b> 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 nondischargeable debt is not known.		<input type="text"/>	

Type: 6888  
then Tab key

Type: 6888  
then press Tab key

Slide 9  
Slide notes: Enter the Average Income, from Schedule I, Line 16, then press your tab key.

 <span style="float: right;"> <a href="#">Bankruptcy</a> ▾                     <a href="#">Adversary</a> ▾                     <a href="#">Query</a> <a href="#">Reports</a> ▾                     <a href="#">Utilities</a> ▾                     <a href="#">Manual</a> <a href="#">Search</a>  </span>			
<b>Logout</b>			
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="554000.00"/>	
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)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; <b>OR</b> , Form 22B Line 11; <b>OR</b> , Form 22C Line 20)			
<b>TOTAL Type of Liability</b> 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 nondischargeable debt is not known.		<input type="text"/>	

Type: 6264 then Tab key

Type: 6264 then press Tab key

Slide 10

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

 <span style="float: right;"> <a href="#">Bankruptcy</a> ▾           <a href="#">Adversary</a> ▾           <a href="#">Query</a> <a href="#">Reports</a> ▾           <a href="#">Utilities</a> ▾           <a href="#">Manual</a> <a href="#">Search</a>  </span>			
<b>Logout</b>			
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="554000.00"/>	
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)			<input type="text"/>
Current Monthly Income (from <span style="border: 1px solid red; padding: 1px;">Form 22A Line 12</span> ; OR, <span style="border: 1px solid red; padding: 1px;">Form 22B Line 11</span> ; OR, <span style="border: 1px solid red; padding: 1px;">Form 22C Line 20</span> )			<input type="text"/>
TOTAL <b>Type of Liability</b> 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 nondischargeable debt is not known.		<input type="text"/>	
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

## Slide 11

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.

 <span style="float: right;"> <a href="#">Bankruptcy</a> ▾           <a href="#">Adversary</a> ▾           <a href="#">Query</a> <a href="#">Reports</a> ▾           <a href="#">Utilities</a> ▾           <a href="#">Manual</a> <a href="#">Search</a>  </span>			
<b>Logout</b>			
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="554000.00"/>	
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; <b>OR</b> , Form 22B Line 11; <b>OR</b> , Form 22C Line 20)			
<b>TOTAL Type of Liability</b> 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 nondischargeable debt is not known.		<input type="text"/>	

Slide 12

Slide notes: Enter the amount for the Total Type of Liability field from page 2 of the Summary of Schedules form.

Please Note: If the amount for a field is zero, you do not need to enter the amount, press the Tab key to go to the next field.

For this exercise, the amount for the Total Type of Liability field is zero, do not type zero, press the Tab key to continue.

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

Logout

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	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or		554000.00	

Click here not known.

Next Clear

Slide 13

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

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

**Docket Text: Modify as Appropriate.**

Schedule A , Schedule B , Schedule C   
, Schedule D , Schedule E   
, Schedule F , Schedule G   
, Schedule H , Schedule I   
, Schedule J , Statistical Summary of  
Certain Liabilities, Summary of Schedules  Filed by Debtor  
Victoria Winters . (One, Attorney)

Type: with proof of  Type: with proof of service then click Next

Next Clear  
Click Next

Slide 14

Slide notes: The Docket Text screen displays. Enter the text as instructed on screen. Click Next.

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

Logout

**Miscellaneous:**

2:08-bk-10698-TD Victoria Wint  
Type: bk  
Judge: TD

Select **Bankruptcy** to re-start the filing process

**Do Not**  
Use the back button on your browser.

**Docket Text: Final Text**

Schedule A , Schedule B , Schedule C , Schedule D , Schedule E , Schedule F , Schedule G , Schedule H , Schedule I , Schedule J , Statistical Summary of Certain Liabilities, Summary of Schedules *with proof of service* Filed by Debtor Victoria Winters (RE: related document(s)[1] Voluntary Petition (Chapter 7)). (FiveD, Attorney)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Click here

Slide 15

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.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

**Miscellaneous:**

[2:08-bk-10698-TD Victoria Winters](#)

Type: bk Chapter: 7 v Office: 2 (Los Angeles)  
Judge: TD Assets: n Case Flag: Incomplete

U.S. Bankruptcy Court  
Central District Of California

Notice of Electronic Filing

The following transaction was received from Attorney FiveD entered on 10/21/2008 at 2:13 PM PDT and filed on 10/21/2008

Case Name: Victoria Winters  
Case Number: 2:08-bk-10698-TD  
Document Number: 2

**Docket Text:**  
Schedule A , Schedule B , Schedule C , Schedule D , Schedule E , Schedule F , Schedule G , Schedule H , Schedule I ,  
Schedule J , Statistical Summary of Certain Liabilities, Summary of Schedules *with proof of service* Filed by Debtor Victoria  
Winters (RE: related document(s)[1] Voluntary Petition (Chapter 7)). (FiveD, Attorney)

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

Document description: Main Document

Slide 16

Slide notes: The Notice of Electronic Filing, or NEF, screen displays. This screen provides a receipt of the filing of the schedules A through J, Statistical Summary of Certain Liabilities, and Summary of Schedules. Displayed are the date and time of the filing and the Document Number.

Scroll down.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Manual Search ?

Logout

Schedule A Schedule B Schedule C Schedule D Schedule E Schedule F Schedule G Schedule H Schedule I

Sc  
W  
Th  
De  
Or  
Su

**For all courtesy/chambers copies submitted to the court stamp or write "Electronically Filed" with the date the transaction occurred and attach to the face page of the document.**

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1106918562 [Date=10/21/2008] [FileNumber=193686-0] [bb1f4157986f7c2603856af5a06be96a08b4f9dd450886b18ee066de856a63d84a744a3103179cc27cec0544c3e00a3af81e9a91e0525382af7d90dcadf45f8]]

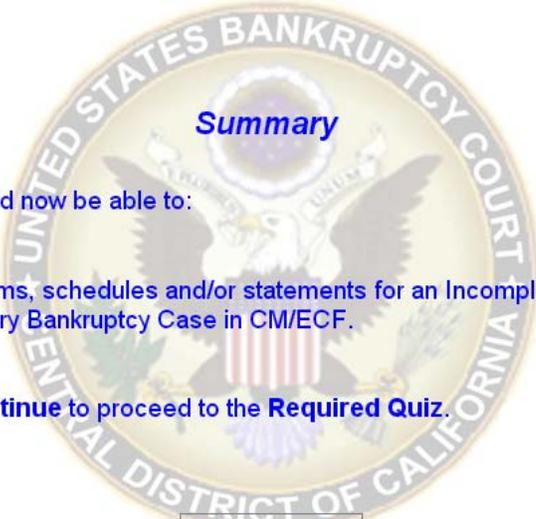
**2:08-bk-10698-TD Notice will be electronically mailed to:**  
Attorney FiveD five.attorney@gmail.com

**2:08-bk-10698-TD Notice will not be electronically mailed to:**  
David A. Gill  
Danning, Gill, Diamond & Kollitz  
2029 Century Park East, 3rd Floor  
Los Angeles, CA 90067-3005  
United States Trustee (LA)  
725 S Figueroa St., 26th Floor  
Los Angeles, CA 90017

Slide 17

Slide notes: 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 and attach to the face page of the document.



**Summary**

You should now be able to:

- File forms, schedules and/or statements for an Incomplete Voluntary Bankruptcy Case in CM/ECF.

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

**CONTINUE**

Summary

Slide notes: You should now be able to:

File forms, schedules and/or statements for an Incomplete Voluntary Bankruptcy Case in CM/ECF.

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 25

Slide notes: This concludes the training module.

You may use the playback controls to view this training 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 9a.m. and 4p.m.

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