

Bankruptcy Case Opening Instructions

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Event: Bankruptcy > Open Voluntary Bankruptcy Case

WAWB is a mandatory electronic filing court. As an attorney, you must have a PACER account with filing privileges in our court to file a new case in CM/ECF. There are two options to choose from when filing a new case:

- 1. Electronic filing using the Court's CM/ECF system:** Using the Court's CM/ECF system, the attorney creates PDF files of documents and a text file of the creditor list in a word processing program (or bankruptcy software). The attorney then logs into CM/ECF and enters case data by following the screen prompts.
- 2. Bankruptcy Software's ECF Filing System:** Most bankruptcy software programs have a system that allows the attorney to submit files without going through the question-and-answer screens in CM/ECF. It makes the entire electronic filing process easier and faster for attorneys and their staff, integrating the CM/ECF upload process with attorney's bankruptcy forms software.

Open a New Bankruptcy Case in CM/ECF

Opening a case in CM/ECF, without bankruptcy software, is a multistep process.

- 1) Open case with basic case data and attach multi-document PDF (see below)
- 2) Run Judge/Trustee Assignment
- 3) Upload Master Mailing Matrix (MML) .txt file
- 4) File Statement about your Social Security Number (individuals only)
- 5) File Statement of Current Monthly Income (individuals only)
- 6) File Certificate of Credit Counseling (individuals only)
- 7) File Application for Payment of Filing Fee in Installments or Application to Waive the Chapter 7 Filing Fee (only if applicable/individuals only)
- 8) Pay filing fee if applicable
- 9) File Debtor's Electronic Noticing Request (DeBN)

Step-by-Step Instructions

- 1) Log into CM/ECF.
- 2) Select **Bankruptcy > Open Voluntary Bankruptcy Case**.
- 3) Complete the following fields:
 - a. Chapter
 - b. Joint (y/n)
 - c. Deficiencies (y/n)
- 4) Click **Submit**.
- 5) Enter Debtor's/Joint Debtor's name or SSN. Click **Search**.
 - a. **No match found** - "*No person found*" message will display. Select **Create new party** to enter debtor's information (continue with #6 below).
 - b. **Match found** - the party search results box will display with all possible matches. Select party to view address. If name/address/SSN are an exact match, select and click **Submit**. If no exact match is found, select **Create new party** and continue with #5 below.

Note: The party name cannot be in ALL CAPITALS, and cannot be longer than 50 characters.

- 6) Select **Create New Party**.
- 7) Enter all Debtor/Joint Debtor information.
- 8) Click **Alias** to add any aliases.
- 9) Click **Corporate Parent/affiliate** to add any corporate parent or affiliate.
- 10) Click **Review** to review added information. Click **Return to Party Screen** after review.
- 11) Click **Submit**. (If petition contains a joint debtor, repeat steps 4 - 10.)
- 12) Assigned divisional office is displayed. Click **Submit**.
- 13) Complete case data screen and click **Submit**.
- 14) Complete amounts in Summary of Assets and Liabilities and Certain Statistical Information and click **Submit**.

- 15) Enter all statistical information requested and click **Submit**.
- 16) If you previously indicated this filing has deficiencies, the deficiency screen will appear. Select all applicable deficient forms and click **Submit**.
- 17) Browse to select the PDF document to be filed and click **Submit**.
Note: this is a public document. Do not include Form 121B Statement About Your Social Security Number.
- 18) The document attached here is a combined PDF document of the following forms and documents:
 - a. Voluntary Petition
 - b. Summary of Your Assets and Liabilities
 - c. Schedules A/B – J
 - d. Statement of Your Financial Affairs
 - e. Mailing Matrix
- 19) Select one of the options regarding Presumption of Abuse and click **Submit**.
- 20) Verify the final docket text; if correct, click **Submit** to submit your document(s).
- 21) On this screen you will see the assigned case number and a link to the **Notice of Bankruptcy Filing**. Click on link to view and print notice.
- 22) At the top of the page, select **Bankruptcy > Judge/Trustee Assignment** to assign a judge, trustee and produce the 341 meeting entry with the date, time and location.