

Case Opening

Procedure

1) **Bankruptcy > Open BK Case**

- a) Select **Office**. Be sure to select the office in which you want your case, 341 Meeting of Creditors & hearings set.
- b) Select the appropriate **Chapter**
- c) If **Joint Petition** select “y” from the drop down box. Otherwise, leave as “n”.
- d) If **Deficiencies** select “y” from the drop down box. Otherwise, leave as “n”.
- e) **Next**

2) **Search for a debtor**

- a) Search using Last/Business name and First Name. A search by the SSN is the preferred and most accurate method.
- b) If the debtor’s name appears in the Party search results box (correct name and address) click on that debtor.
 - i) **Select name from list**
 - ii) Verify Debtor Information and make changes if necessary. Add Alias if applicable.
 - iii) **Submit**
- c) If the debtor’s name does not appear in the Party search results box click on Create new party.
 - i) Complete the Debtor Information Screen. You must provide name, SSN, address, city, state, zip code and county. Add Alias if applicable.
 - ii) **Submit**

3) Enter statistical information. This information can be found on the first page of the petition.

- a) Prior filing with last 8 years
- b) Fee status

- c) Nature of debt- If business you must select the Type of debtor and Nature of business
 - d) Asset notice
 - e) Estimated number of creditors
 - f) Estimated assets
 - g) Estimated liabilities
 - h) Click **Next**
- 4) **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.**
- a) Enter all Summary of Schedules information
 - b) **Next**
 - c) If a Ch. 7 enter necessary information found on Schedule C, I, J and Form B22A.
 - d) If a Ch. 11 and Ch. 13 enter necessary information found on Schedule C, I and J.
 - e) **Next**
- 5) If there are not any deficiencies, go to Step 7
- 6) If Deficiencies, check item(s) **NOT** included in the petition
- a) **Next**
- 7) Click **Browse** to find and select the PDF document being filed
- a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for Attachments to Document (N/Y).
 - b) **Next**
- 8) If a Ch. 7 does Presumption Arises
- a) Select no or yes
 - b) **Next**
- 9) If a Ch. 13 Clerks Notice FMC Due. There is nothing for you to do on this screen.

- a) **Next**
- b) **Next**
- 10) The payment entered will be charged to your credit card.
 - a) **Next**
- 11) Review the docket text and additional text if needed.
 - a) **Next**
- 12) Review the final docket text.
 - a) Click **Next** to complete the filing
- 13) Please remember to upload the Creditor Matrix AND submit the Plan in a separate filing after submitting this petition, if applicable.
- 14) Be sure to pay your filing fee.

Voluntary Chapter 7 Filing Requirements

* See policy on acceptable payment methods regarding filing fees.

* All personal identifiers such as social security numbers must be redacted.

* Forms are available for download at www.almb.uscourts.gov/forms/index.html

Chapter 7 Filing Requirements

Required Documents Due WITH the petition (minimum filing requirements):

1. Full Filing Fee ([Click here for filing fee information](#)) or
 - a. Form 3A - Application to pay in installments with minimum \$50.00 due at filing or
 - b. Form 3B - Application for fee waiver
2. Form B1 - Voluntary Petition - Must be signed by the debtors. Pro se debtors must include a day time phone number with area code.
 - a. Form B1 - Exhibit D to Voluntary Petition - Individual Debtor's Statement of Compliance with Credit Counseling Requirement.
 - b. Mailing Matrix - List of all creditors
 - c. Form 21 - Statement of Social Security Number (Pro Se Debtors Only).
- d. Form 19B - Notice to debtor by bankruptcy petition preparer (if applicable).
 - e. Form B280 - Statement disclosing compensation paid or to be paid to a bankruptcy petition preparer (if applicable).
3. Certificate of credit counseling should have been completed within 180 days before filing (individual cases only).
 - a. [Click here for approved credit counselors.](#)
 - b. See 11 [USC § 109](#) for limited exceptions to credit counseling requirements.

Documents due with the petition or within 14 days:

- ≠ Schedules A-J
- ≠ Summary of Schedules
- ≠ Declaration Concerning Debtor's Schedules
- ≠ Form 7 - Statement of Financial Affairs
- ≠ Form 22A - Statement of Current Monthly Income (means test)
- ≠ Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from an employer within 60 days before filing the petition, or [Statement Concerning Payment Advices](#).
- ≠ Form B203 - Statement disclosing compensation paid or to be paid to the *attorney* for the debtor (if applicable)

Documents due 7 days before the date first set for the Section 341 meeting of

creditors:

≠ Provide to the **trustee** a copy of the Federal income tax return (or transcript of return) for the most recent tax year ending before filing

Documents due within 30 days or by the date set for the Section 341 meeting of creditors, whichever is earlier:

≠ Form 8 - Statement of Intention regarding secured property (required ONLY if the debtor is an individual and the schedule of assets and liabilities contain debts secured by property of the estate)

Documents due before the discharge is granted:

≠ Certificate of Financial Management Course (must be filed within 45 days after the Section 341 meeting of creditors)

Voluntary Chapter 11 Filing Requirements

- * See policy on acceptable payment methods regarding filing fees.
- * All personal identifiers such as social security numbers must be redacted.
- * Forms are available for download at www.almb.uscourts.gov/forms/index.html

Chapter 11 Filing Requirements

Required Documents Due WITH the petition (minimum filing requirements):

1. Full Filing Fee ([Click here for filing fee information](#)) or
 - a. Form 3A - Application to pay in installments with minimum \$50.00 due at filing .
2. Form B1 - Voluntary Petition - Must be signed by the debtors. Pro se debtors must include a day time phone number with area code.
 - a. Form B1 - Exhibit D to Voluntary Petition - Individual Debtor's Statement of Compliance with Credit Counseling Requirement.
 - b. Mailing Matrix - List of all creditors
 - c. Form 21 - Statement of Social Security Number (Pro Se Debtors Only).
- d. Form 19B - Notice to debtor by bankruptcy petition preparer (if applicable).
 - e. Form B280 - Statement disclosing compensation paid or to be paid to a bankruptcy petition preparer (if applicable).
3. Form 4 - List of Creditors Holding the 20 Largest Unsecured Claims
4. Certificate of credit counseling should have been completed within 180 days before filing (individual cases only).
 - a. Click here for [approved credit counselors](#).
 - b. See 11 [USC § 109](#) for limited exceptions to credit counseling requirements.

Documents due with the petition or within 14 days:

- ≠ Schedules A-J
- ≠ Summary of Schedules
- ≠ Declaration Concerning Debtor's Schedules
- ≠ Form 7 - Statement of Financial Affairs
- ≠ Form 22B - Statement of Current Monthly Income (means test) if debtor is individual.
- ≠ Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from an employer within 60 days before filing the petition, or [Statement Concerning Payment Advices](#) if individual debtor
- ≠ Form B203 - Statement disclosing compensation paid or to be paid to the attorney for the debtor (if applicable)

Voluntary Chapter 12 Filing Requirements

- * See policy on acceptable payment methods regarding filing fees.
- * All personal identifiers such as social security numbers must be redacted.
- * Forms are available for download at www.almb.uscourts.gov/forms/index.html

Chapter 12 Filing Requirements

Required Documents Due WITH the petition (minimum filing requirements):

1. Full Filing Fee ([Click here for filing fee information](#)) or
 - a. Form 3A - Application to pay in installments with minimum \$50.00 due at filing .
2. Form B1 - Voluntary Petition - Must be signed by the debtors. Pro se debtors must include a day time phone number with area code.
 - a. Form B1 - Exhibit D to Voluntary Petition - Individual Debtor's Statement of Compliance with Credit Counseling Requirement.
 - b. Mailing Matrix - List of all creditors
 - c. Form 21 - Statement of Social Security Number (Pro Se Debtors Only).
- d. Form 19B - Notice to debtor by bankruptcy petition preparer (if applicable).
 - e. Form B280 - Statement disclosing compensation paid or to be paid to a bankruptcy petition preparer (if applicable).
3. Certificate of credit counseling should have been completed within 180 days before filing (individual cases only).
 - a. Click here for [approved credit counselors](#).
 - b. See 11 [USC § 109](#) for limited exceptions to credit counseling requirements.

Documents due with the petition or within 14 days:

- ≠ Schedules A-J
- ≠ Summary of Schedules
- ≠ Declaration Concerning Debtor's Schedules
- ≠ Form 7 - Statement of Financial Affairs
- ≠ Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from an employer within 60 days before filing the petition, or [Statement Concerning Payment Advices](#) if individual debtor
- ≠ Form B203 - Statement disclosing compensation paid or to be paid to the attorney for the debtor (if applicable)

Documents due with the petition or within 90 days:

- ≠ Chapter 12 Plan

Voluntary Chapter 13 Filing Requirements

- * See policy on acceptable payment methods regarding filing fees.
- * All personal identifiers such as social security numbers must be redacted.
- * Forms are available for download at www.almb.uscourts.gov/forms/index.html

Chapter 13 Filing Requirements

Required Documents Due WITH the petition (minimum filing requirements):

1. Full Filing Fee ([Click here for filing fee information](#)) or
 - a. Form 3A - Application to pay in installments with minimum \$50.00 due at filing .
2. Form B1 - Voluntary Petition - Must be signed by the debtors. Pro se debtors must include a day time phone number with area code.
 - a. Form B1 - Exhibit D to Voluntary Petition - Individual Debtor's Statement of Compliance with Credit Counseling Requirement.
 - b. Mailing Matrix - List of all creditors
 - c. Form 21 - Statement of Social Security Number (Pro Se Debtors Only).
- d. Form 19B - Notice to debtor by bankruptcy petition preparer (if applicable).
 - e. Form B280 - Statement disclosing compensation paid or to be paid to a bankruptcy petition preparer (if applicable).
3. Certificate of credit counseling should have been completed within 180 days before filing (individual cases only).
 - a. Click here for [approved credit counselors](#).
 - b. See 11 [USC § 109](#) for limited exceptions to credit counseling requirements.

Documents due with the petition or within 14 days:

- ≠ Schedules A-J
- ≠ Chapter 13 Plan using [Local Form 3](#)
- ≠ Summary of Schedules
- ≠ Declaration Concerning Debtor's Schedules
- ≠ Form 7 - Statement of Financial Affairs
- ≠ Form 22C - Statement of Current Monthly Income (means test)
- ≠ Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from an employer within 60 days before filing the petition, or [Statement Concerning Payment Advices](#).
- ≠ Form B203 - Statement disclosing compensation paid or to be paid to the *attorney* for the debtor (if applicable)

Documents due 7 days before the date first set for the Section 341 meeting of creditors:

- ≠ Provide to the **trustee** a copy of the Federal income tax return (or transcript of return) for the most recent tax year ending before filing

Documents due before the discharge is granted:

- ≠ Certificate of Financial Management Course
- ≠ Rule 9007-1 Motion for Discharge 1328(a) using [Local Form 6](#) or Motion for Hardship Discharge using [Local Form 6-H](#)