

# Adding Attachments to Document

## Procedure

- 1) If adding additional attachments to the motion, click **Yes**
- 2) **Next**
- 3) Click **Browse** to select the PDF document that contains the attachment
- 4) Select a Category and/or Type in the Description field
- 5) Click **Add to List**
- 6) If you have more attachments, repeat steps 3-5
- 7) When the list of filenames is complete, click **Next**

# Add/Create New Party

## Procedure

- 1) Select the **Add/Create New Party** link
- 2) Enter Last/Business Name
  - a) Click **Search**
- 3) If party search results returns the name of the party you are requesting highlight
  - a) Click **Select name from list**
    - i) Verify party information is correct
    - ii) Select drop down box to add Role of the party
    - iii) Click **Submit**
- 4) If party search results does not return the name of the party you are requesting you will have to manually add the party information
  - a) Click **Create new party** link
    - i) Add all party information (last name, first name, address, city, state & zip)
    - ii) Select drop down box to add Role of the party
    - iii) Click **Submit**

## 20 Largest Unsecured Creditors

### Overview

In addition to the list of required creditors a debtor (individual(s) or corporation) in a chapter 11 case shall file with the court a list containing the name, address and claim of the creditors that hold the 20 largest unsecured claims. This must be a separate entry and not filed as an attachment with the petition.

### Filing Requirements

- ≠ List of Creditors Holding 20 Largest Unsecured Claims ([form B 4](#))
- ≠ No filing fee required

### Sources

- ≠ [FRBP Rule 1007\(d\)](#)

### Procedure

- 1) **Bankruptcy>Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **20 Largest Unsecured Creditors** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing checkbox and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Refer to existing events(s)?
  - a) If **Yes**, click on box
    - i) **Next**
    - ii) Select the category to which your event relates
    - iii) **Next**
    - iv) Click the checkbox next to the appropriate event(s)
    - v) **Next**
  - b) If **No**, click **Next**
- 8) Review the docket text and modify as appropriate
  - a) **Next**
- 9) Review the final docket text
  - a) Click **Next** to complete the filing
- 10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.



## **Policy on Acceptable Payment Methods**

**The United States Bankruptcy Court for the Middle District of Alabama accepts the following methods of payment to settle filing fees due:**

Debtors - Cashier's check or money order

Debtors in Possession- Business check imprinted with DIP, cashier's check, or money order

Attorneys - Attorneys are required to settle charges through Pay.Gov using a debit/credit card. In the occasional instance when an attorney is unable to use a debit/credit card, we will accept a check drawn on the attorney's trust account.

Non-Debtors - Credit/debit card, cashier's check, or money order

**Note: The Court does not accept cash**

# Affidavit

## Overview

An affidavit is a written declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, taken before a person having authority to administer such oath or affirmation. Typically such documents are made in support of motions/applications.

## Filing Requirements

≠ Affidavit Re:

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Affidavit** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Refer to existing event(s)?
  - a) If Yes, click on box
    - i) **Next**
    - ii) Select the category to which your event relates
    - iii) **Next**
    - iv) Click the checkbox next to the appropriate event(s)
    - v) **Next**
  - b) If No, click **Next**
- 8) Review the docket text and modify as appropriate
  - a) **Next**
- 9) Review the final docket text
  - a) Click **Next** to complete the filing
- 10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Amended Ch.7 Statement of Current Monthly Income/Means Test

## Filing Requirements

≠ Amended Chapter 7 Statement of Current Monthly Income/Means Test ([form B 22A](#))

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Amended Ch.7 Statement of Current Monthly Income/Means Test** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)



b) **Next**

7) Has the ORIGINAL Presumption of Abuse Changed? Select **Yes** or **No** from the list shown

a) If Yes, select from the drop down box

i) **Next**

ii) Select **Yes** or **No** from the Presumption Arises box

iii) Has the ORIGINAL Current Monthly Income Changed?

iv) If Yes, select from the drop down box

v) **Next**

vi) Enter current income of individual debtor(s)

vii) **Next**

viii) **Next** (Go to step 8)

ix) If No, select from the drop down box

x) **Next**

xi) **Next**

b) If No, select from the drop down box

i) **Next**

ii) Has the ORIGINAL Current Monthly Income Changed?

iii) If No, select from the drop down box

iv) **Next**

v) **Next** (Go to step 8)

vi) If yes, select from the drop down box

vii) **Next**

viii) Enter current income of individual debtor(s)

ix) **Next**

x) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# **Amended Petition (Use to change Debtor Address, Phone, correct PDF attachment error – NOT SSN)**

## **Filing Requirements**

- ≠ Amended Petition with Corrected Debtor's information ([form B 1](#))
- ≠ No filing fee required

## **Procedure**

### **1) Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### **2) Select **Amended Petition (Use to change Debtor Address, Phone, correct PDF attachment error – NOT SSN)** from the events list**

- a) **Next**

### **3) Joint Filing with Attorney**

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### **4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)**

- a) **Next**

### **5) If applicable, link the party and attorney by clicking the checkbox next to the party name**

- a) **Next**

### **6) Do Not Use this event to correct Social Security Number of Debtor(s). Use Misc. event = Amended SSN on Petition**

### **7) Click **Browse** to find and select the PDF document being filed**

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

8) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

9) Review the docket text and modify as appropriate

a) **Next**

10) Review the final docket text

a) Click **Next** to complete the filing

11) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Amended Schedules A-J and Summary of Schedules

## Overview

The debtor may amend schedules at any time before the case is closed. The debtor shall give notice of the amendment to the trustee and to any entity affected.

## Filing Requirements

≠ Amended Schedules ([official bankruptcy forms](#))

≠ If amending Schedules D, E, F: \$30 Fee

## Sources

≠ [FRBP Rule 1009\(a\)](#)

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Amended Schedules A-J and Summary of Schedules** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Select ALL Schedules Being AMENDED
  - a) Check the box in front of the schedule(s) being amended
  - b) **Next** (Go to step 10)
  - c) If schedule C
    - i) Enter Total Value of Claimed Exemptions
    - ii) **Next** (Go to step 10)
  - d) If schedules D, E or F
    - i) Enter the names of the Creditors Added, Separated by Commas
    - ii) **Next**
      - iii) ON THE NEXT SCREEN, CHOOSE ADD NEW CREDITOR AND TYPE IN THE NEW CREDITORS AND ADDRESSES. LEAVE ONE BLANK LINE BETWEEN EACH CREDITOR AFTER THE ADDRESS HAS BEEN ENTERED
      - iv) **Next**
- 8) If adding new creditor(s)- (If adding a common creditor(s) go to step 9)
  - a) Check **Add new creditor(s)** box
  - b) **Next**
  - c) Enter Name and Address of new creditor(s)
  - d) **Next**
  - e) **Next**
  - f) The payment entered will be charged to your credit card

g) **Next**

9) If adding common creditor(s)

a) Check **Add common creditor(s)** box

b) Select the common creditor already listed in the box

c) **Next**

d) Be sure common creditor selected has the correct name and address listed

e) **Next**

f) **Next**

g) The payment entered will be charged to your credit card

h) **Next**

10) Review the docket text and modify as appropriate

a) **Next**

11) Review the final docket text

a) Click **Next** to complete the filing

12) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Amended Statement of Financial Affairs

## Filing Requirements

- ≠ Amended Statement of Financial Affairs ([form B 7](#))
- ≠ No filing fee required

## Procedure

- 1) **Bankruptcy>Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Amended Statement of Financial Affairs** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing checkbox and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Refer to existing event(s)?



a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Amended Statement of Intention

## Filing Requirements

≠ Amended Statement of Intention ([form B 8](#))

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Amended Statement of Intention** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

### 7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

vi) **Next**

b) If No, click **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# **Amend Creditor Matrix (Fee) For Debtor Use – Others Use Motion to Amend Schedules**

## **Filing Requirements**

- ≠ Amended Creditor Matrix
- ≠ \$30 Fee

## **Procedure**

### **1) Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### **2) Select **Amend Creditor Matrix (Fee) For Debtor Use – Others Use Motion to Amend Schedules** from the events list**

- a) **Next**

### **3) Joint Filing with Attorney**

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### **4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)**

- a) **Next**

### **5) If applicable, link the party and attorney by clicking the checkbox next to the party name**

- a) **Next**

### **6) Click **Browse** to find and select the PDF document being filed**

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) After filing this entry you must update the creditor matrix by using the Enter Individual Creditors option off the Bankruptcy-Creditor Maintenance Menu

8) Enter the names of the creditor(s) you will be adding to the matrix in the text box

9) The payment entered will be charged to your credit card

a) **Next**

b) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Ballot (Ch 11)

## Filing Requirements

- ≠ Ballot ([form B 14](#))
- ≠ No filing fee required

## Procedures

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Ballot (Ch 11)** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- b) **Next**

7) Select **Accepting** or **Rejecting** from the drop down box

a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Declaration of Bankruptcy Petition Preparer (Form 19B)

## Filing Requirements

- ≠ Declaration and Signature of Non-Attorney Bankruptcy Preparer ([form B 19](#))
- ≠ No filing fee required

## Procedure

- 1) **Bankruptcy>Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Declaration of Bankruptcy Petition Preparer (Form 19b)** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing checkbox and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**



7) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Brief

## Filing Requirements

≠ Brief

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Brief** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate

## Filing Requirements

- ≠ Certificate
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Certificate** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate of Credit Counseling and/or Exhibit D for Debtor and Joint Debtor

## Filing Requirements

- ≠ Certificate of Credit Counseling for Debtor and Joint Debtor (or Amended if needed)
- ≠ Exhibit D (or Amended if needed)
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Certificate of Credit Counseling and/or Exhibit D for Debtor and Joint Debtor** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Please select the appropriate item you are filing from the list given by checking the box in front of the item(s)

a) Next

b) Next

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate of Credit Counseling for Debtor

## Filing Requirements

≠ Certificate of Credit Counseling for Debtor

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Certificate of Credit Counseling for Debtor** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**



c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate of Credit Counseling for Joint Debtor

## Filing Requirements

≠ Certificate of Credit Counseling for Joint Debtor

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Certificate of Credit Counseling for Joint Debtor** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate of Financial Management Course for Debtor

## Filing Requirements

≠ Certificate of Financial Management Course for Debtor

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Certificate of Financial Management Course for Debtor** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate of Financial Management Course for Joint Debtor

## Filing Requirements

- ≠ Certificate of Financial Management Course for Joint Debtor
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Certificate of Financial Management Course for Joint Debtor** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow

instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Certificate of Service

## Filing Requirements

- ≠ Certificate of Service
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Certificate of Service** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- b) **Next**



7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 11 Exhibit F – Monthly Operating Report – Bank Statements (Restricted Access)

## Filing Requirements

≠ Ch 11 Exhibit F - Monthly Operating Report – Bank Statements

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Chapter 11 Exhibit F – Monthly Operating Report – Bank Statements (Restricted Access)** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow

instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) This Information is CONFIDENTIAL

a) **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 11 Non-Small Business Monthly Operating Report

## Filing Requirements

≠ Monthly Operating Report

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Chapter 11 Non-Small Business Monthly Operating Report** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Enter filing period

a) **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 11 Periodic Report Concerning Related Entities (Official Form B26)

## Filing Requirements

- ≠ Ch 11 Periodic Report Concerning Related Entities ([form B 26](#))
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Chapter 11 Periodic Report Concerning Related Entities (Official Form B26)** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow

instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 11 Small Business Monthly Operating Report (Official Form B 25C)

## Filing Requirements

- ≠ Ch 11 Small Business Monthly Operating Report ([form B 25C](#))
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Chapter 11 Small Business Monthly Operating Report (Official Form B 25C)** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow



instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 11 Statement of Current Monthly Income

## Filing Requirements

≠ Ch 11 Statement of Current Monthly Income ([form B 22B](#))

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Chapter 11 Statement of Current Monthly Income** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 13 AMENDED Statement of Current Monthly and Disposable Income

## Filing Requirements

≠ Ch13 Amended Statement of Current Monthly and Disposable Income ([form B 22C](#))

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Chapter 13 AMENDED Statement of Current Monthly and Disposable Income** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Has the ORIGINAL Current Monthly Income Changed? Select **Yes** or **No** from the drop down box

a) If Yes

i) **Next**

ii) Enter current income of individual debtor(s)

iii) **Next**

b) If No

i) **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 13 Statement of Current Monthly and Disposable Income

## Filing Requirements

- ≠ Ch13 Statement of Current Monthly and Disposable Income ([form B 22C](#))
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Chapter 13 Statement of Current Monthly and Disposable Income** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow

instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Enter current income of individual debtor(s)

a) **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Chapter 7 Statement of Current Monthly Income and Means Test

## Filing Requirements

- ≠ Chapter 7 Statement of Current Monthly Income/Mean Test ([form B 22A](#))
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Chapter 7 Statement of Current Monthly Income and Means Test** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Enter Current income of individual debtor(s)

### 7) Presumption Arises – Select **Yes** or **No**



a) **Next**

8) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

9) Review the docket text and modify as appropriate

a) **Next**

10) Review the final docket text

a) Click **Next** to complete the filing

11) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Corporate Disclosure Statement

## Filing Requirements

≠ Corporate Disclosure Statement

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Corporate Disclosure Statement** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Search for a corporate parent/affiliate

a) Enter **Business Name**

i) **Search**

ii) If the party is listed, highlight name in box

1) **Select name from list**

2) Select Type by clicking drop down box

3) **Add corporate parent/affiliate**

4) Select one or more parties to which the creditor should be associated as a corporate parent from the names listed

5) **Next**

6) Search again for another corporate parent or Select End corporate parent/affiliate selection

7) **Next**

iii) If the party is not listed, click **Create new corporate parent/affiliate**

1) **Add corporate parent/affiliate**

2) Select one or more parties to which the creditor should be associated as a corporate parent from the names listed

3) **Next**

4) Search again for another corporate parent or Select End corporate parent/affiliate selection

5) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Declaration

## Filing Requirements

≠ Declaration re:

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Declaration** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Declaration by Bankruptcy Petition Preparer

## Filing Requirements

≠ Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer ([form B 19](#))

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Declaration by Bankruptcy Petition Preparer** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Declaration re: Electronic Filing

## Filing Requirements

- ≠ Declaration Re: Electronic Filing of Petition, Schedules and Statements ([Local Form 1](#))
- ≠ Need original signatures from debtor and attorney
- ≠ No filing fee required

## Procedure

- 1) **Bankruptcy>Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Declaration re: Electronic Filing** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing checkbox and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)



b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Disclosure of Compensation of Attorney for Debtor

## Filing Requirements

≠ Disclosure of Compensation of Attorney for Debtor ([form B 203](#))

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Disclosure of Compensation of Attorney for Debtor** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Documents (generic)

## Filing Requirements

≠ Submission of Documents:

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Documents (generic)** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Please call the court 334-954-3800 before using this event. The use of this generic event in lieu of another ECF event more appropriate to your filing will result in a notice of deficiency.

7) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

8) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

9) Review the docket text and modify as appropriate

a) **Next**

10) Review the final docket text

a) Click **Next** to complete the filing

11) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Employee Income Records/Payment Advices for Debtor

## Filing Requirements

- ≠ Employee Income Records/Payment Advices or Statement Concerning Payment Advices ([PDF form](#))
- ≠ No filing fee required

## Procedure

- 1) **Bankruptcy>Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Employee Income Records/Payment Advices for Debtor** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing checkbox and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Employee Income Records/Payment Advices for Joint Debtor

## Filing Requirements

- ≠ Employee Income Records/Payment Advices or Statement Concerning Payment Advices ([PDF form](#))
- ≠ No filing fee required

## Procedure

- 1) **Bankruptcy>Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Employee Income Records/Payment Advices for Joint Debtor** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing checkbox and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed



a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Equity Security Holders

## Filing Requirements

≠ Equity Security Holders

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Equity Security Holders** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Exhibit

## Filing Requirements

≠ Exhibit

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Exhibit** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Garnishee Answer

## Filing Requirements

- ≠ Garnishee Answer
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Garnishee Answer** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# **Installment Payment All Chapters**

## **(Cases Filed Between 4/9/06 And 10/31/11)**

### **Filing Requirements**

≠ Installment Payments shall not be less than \$50 except when a lesser amount will pay the filing fee in full

### **Procedure**

#### **1) Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

#### **2) Select **Installment Payment ALL Chapters CASES FILED BETWEEN 4/9/06 AND 10/31/11** from the events list**

- a) **Next**

#### **3) Joint Filing with Attorney**

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

#### **4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)**

- a) **Next**

#### **5) If applicable, link the party and attorney by clicking the checkbox next to the party name**

- a) **Next**

6) LBR 1006-01 requires that no installment shall be less than fifty dollars (\$50) except when a lesser amount will pay the filing fee in full.



- 7) The payment entered will be charged to your credit card.
  - a) Enter Amount being paid
  - b) Next
  - c) Next
- 8) Review the final docket text
  - a) Click **Next** to complete the filing
- 9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Intent to Cure Default

## Filing Requirements

- ≠ Certification of Intent to Cure Entire Monetary Default for Residential Property and Deposit of 30 Day Post Petition Rent
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Intent to Cure Default** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) You will need the file date of the case AND the name and address of the landlord in order to docket to this case

a) **Next**

8) Please Enter Filed Date of the Case in the format mm/dd/yyyy

a) **Next**

b) **Next**

9) Enter the Amount of Rent being deposited with the court ie 500.00

a) **Next**

10) ADD THE LANDLORD TO THE CASE AS A PARTY WITH ROLE TYPE LANDLORD

a) **Next**

11) Search for party (Landlord)

a) Type in Last name of Landlord

b) **Search**

c) If name is found in the Party search results box, highlight name then **Select name from list**

i) Change Role to Landlord

ii) **Submit**

iii) **End party selection**

iv) **Next**

v) **Next** (Go to step 12)

d) If name is not found in the Party search results box, **Create New Party**

i) **End party selection**

ii) **Next**

12) Review the final docket text

a) Click **Next** to complete the filing

13) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Interrogatories

## Filing Requirements

- ≠ Interrogatories
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Interrogatories** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# List of Items to be Redacted on Transcript

## Filing Requirements

≠ List of Items to be Redacted on Transcript

≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **List of Items to be Redacted on Transcript** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.



# Notice of Commencement of Case by Foreign Representative

## Filing Requirements

- ≠ Notice of Commencement of Case by a Foreign Representative
- ≠ No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

- a) Enter **Case Number**
- b) **Next**

### 2) Select **Notice of Commencement of Case by Foreign Representative** from the events list

- a) **Next**

### 3) Joint Filing with Attorney

- a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
- b) If pleading is being filed with another attorney
  - i) Click the joint filing checkbox and click **Next**
  - ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

- a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

- a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

- a) If you are filing additional attachments to the pleading, click **Yes** and follow

instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Notice of Individual Consumer Debtor

## Filing Requirements

≠ Notice of Individual Consumer Debtor ([form 201 A&B](#))

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Notice of Individual Consumer Debtor** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Reaffirmation Agreement and Cover Sheet

## Filing Requirements

≠ Reaffirmation Agreement and Cover Sheet ([form B 27 & B 240A](#))

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Reaffirmation Agreement and Cover Sheet** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Please make sure your reaffirmation agreement includes and begins with a reaffirmation cover sheet

a) **Next**

7) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

8) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

9) Is this an AMENDED Reaffirmation Agreement? Select **Yes** or **No**

a) **Next**

10) UNLESS PART C IS SIGNED BY THE ATTORNEY AND ONE OF THE BOXES CHECKED, THIS AGREEMENT WILL BE SET FOR HEARING.

11) Is there a Presumption of Undue Hardship? Select **Yes** or **No** from the list shown

a) **Next**

12) Please enter the name of the Creditor in this Reaffirmation Agreement in text box

13) Has the attorney signed the affidavit in Part C? Select **Yes** or **No**

a) If Yes, click **next** (Go to step 14)

b) If No,

i) **Next**

ii) A Hearing will be set on this reaffirmation agreement

iii) **Next**

14) Review the docket text and modify as appropriate

a) **Next**

15) Review the final docket text

a) Click **Next** to complete the filing

16) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Reaffirmation Certification of Debtors Attorney

## Filing Requirements

≠ Reaffirmation Certification of Debtor's Attorney

≠ No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Reaffirmation Certification of Debtors Attorney** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**



- 7) Enter the Name of the Creditor for this Reaffirmation Agreement
  - a) **Next**
- 8) Link to a Reaffirmation Agreement With This Creditor on the Following Screen
  - a) **Next**
- 7) Refer to existing event(s)?
  - a) If Yes, click on box
    - i) **Next**
    - ii) Select the category to which your event relates
    - iii) **Next**
    - iv) Click the checkbox next to the appropriate event(s)
    - v) **Next**
  - b) If No, click **Next**
- 8) Review the docket text and modify as appropriate
  - a) **Next**
- 9) Review the final docket text
  - a) Click **Next** to complete the filing
- 10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Subpoena

## Filing Requirements

≠ Subpoena

≠ No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy > Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Subpoena** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Review the docket text and modify as appropriate
  - a) **Next**
- 8) Review the final docket text
  - a) Click **Next** to complete the filing
- 9) The Notice of Electronic Filing will display giving you the document number. Copies of

the pleading will be emailed to all participants who receive electronic notification in the case

# Tax Documents/ Returns (Restricted Access)

## Filing Requirements

≠ Tax Documents/ Returns

≠ No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy > Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Tax Documents/Returns (Restricted Access)** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Please Enter the Four Digit Tax Year for Which this Return Applies or Enter Multiple Years Separated by Commas
  - a) **Next**
- 8) Review the docket text and modify as appropriate
  - a) **Next**

- 9) Review the final docket text
  - a) Click **Next** to complete the filing
- 10) The Notice of Electronic Filing will display giving you the document number.

# Update EOUST Stats

## Filing Requirements

≠ Updated Summary of Schedules

≠ No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy > Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Update EOUST Stats** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
  - b) **Next**
- 6) Update any information for Schedules & Form B22A
  - a) **Next**
  - b) **Next**
- 7) Review the final docket text
  - a) Click **Next** to complete the filing
- 8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case



# Venue Change

## Filing Requirements

≠ Notice of Venue Change

≠ No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy > Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Venue Change** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Review the docket text and modify as appropriate
  - a) **Next**
- 8) Review the final docket text
  - a) Click **Next** to complete the filing



- 9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case

# Waiver

## Filing Requirement

≠ Waiver

≠ No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy > Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Waiver** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Refer to existing events(s)?
  - a) If **Yes**, click on box
    - i) **Next**
    - ii) Select the category to which your event relates

- iii) **Next**
- iv) Click the checkbox next to the appropriate event(s)
- v) **Next**
- b) If **No**, click **Next**
  - i) **Next**
- 8) Review the docket text and modify as appropriate
  - a) **Next**
- 9) Review the final docket text
  - a) Click **Next** to complete the filing
- 10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case

# Objection (If Filing An Objection To Claim, Go To The Claims Menu)

## Filing Requirements

Objection

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Objection (If Filing An Objection To Claim, Go To The Claims Menu)** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Do not use this event when objecting to discharge of a debt or objection to a discharge in a Ch. 7 case. Pleading should be filed as an Adversary case.

a) **Next**

8) Select the appropriate event(s) to which your event relates:

a) Click the checkbox next to the appropriate event(s)

b) **Next**

9) Review the docket text and modify as appropriate

a) **Next**

10) Review the final docket text

a) Click **Next** to complete the filing

11) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Objection to Debtors Claim of Exemptions

## Filing Requirements

Objection to Debtor's Claim of Exemptions

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Objection to Debtors Claims of Exemptions** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Objection to Homestead Exemption

## Filing Requirements

Objection to Homestead Exemption

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Objection to Homestead Exemption** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**



7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Payment due on Motion for Relief from Stay

## Filing Requirements

\$176.00 Fee

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Payment due on Motion for Relief from Stay** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) The payment entered will be charged to your credit card.

a) **Next**

### 7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Payment due on Modifying Schedules D/E/F or List of Creditors

## Filing Requirements

\$30 Fee

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Payment due on Modifying Schedules D/E/F or List of Creditors** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

b) **Next**

6) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

7) The payment entered will be charged to your credit card.

a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Payment due on Notice of Appeal and/or Cross Appeal

## Filing Requirements

\$293 Fee

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Payment due on Notice of Appeal and/or Cross Appeal** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

b) **Next**

### 6) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

7) The payment entered will be charged to your credit card.

a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Payment due on Clerk's Notice of Filing Fee Due for Case Converted to Ch. 11 from Ch. 13

## Filing Requirements

\$765 Fee

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Payment due on Clerk's Notice of Filing Fee Due for Case Converted to Ch. 11 from Ch. 13** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

b) **Next**

### 6) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**



ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

7) The payment entered will be charged to your credit card.

a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Payment on Clerk's Notice of Filing Fee Due for Case Converted to Ch. 7 from Ch. 13

## Filing Requirements

\$25 Fee

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Payment on Clerk's Notice of Fees Due for Case Converted to Ch. 7 from Ch. 13** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

b) **Next**

### 6) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

7) The payment entered will be charged to your credit card.

a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Payment on Clerk's Notice of Filing Fee on Reopened Case

## Filing Requirement

\$260 Fee (Chapter 7)

\$235 Fee (Chapter 13)

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Payment on Clerk's Notice of Filing Fee on Reopened Case** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

b) **Next**

6) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

7) The payment entered will be charged to your credit card.

a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Post Confirmation Report (CH 11)

## Filing Requirements

Post Confirmation Report

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Post Confirmation Report (CH 11)** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Quarterly Fee Statement (Ch 11/12)

## Filing Requirements

Quarterly Fee Statement

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Quarterly Fee Statement (Ch 11/12)** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**



7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Report of Sale

## Filing Requirements

Report of Sale

No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy** > **Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Report of Sale** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Refer to existing events(s)?

a) If **Yes**, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

vi) **Next**

b) If **No**, click **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case

# Request for Debtors Tax Documents>Returns

## Filing Requirements

Request for Debtors Tax Documents>Returns

No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy** > **Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Request for Debtors Tax Documents>Returns** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click [on Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Enter the 4 Digit Year of the Tax Returns Requested or Enter Multiple Years Separated by Commas

a) **Next**

8) Modify the Docket Text as Appropriate by using the drop down box before Request for Tax Documents for the Year(s).

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case

# Request for Production of Documents

## Filing Requirements

Request for Production of Documents

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Request for Production of Documents** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Request for Redaction of Transcript

## Filing Requirements

Request for Redaction of Transcript

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Request for Redaction of Transcript** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**



7) Select the appropriate event(s) to which your event relates

a) **Next**

b) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Request for Separate Notice (Debtor's Only)

## Filing Requirements

Debtor's Request for Separate Notice

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Request for Separate Notice (Debtor's Only)** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) For Debtor Use Only

a) **Next**

### 7) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow

instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Request for Telephonic Hearing

## Filing Requirements

Request for Telephonic Hearing

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Request for Telephonic Hearing** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Response

## Filing Requirements

Response

No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy** > **Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Response** from the event list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Select the appropriate event(s) to which your event relates

- a) **Next**
- b) Review the docket text and modify as appropriate
- c) **Next**
  - 8) Review the final docket text
- a) Click **Next** to complete the filing.
- 9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case

# Rule 1019(5) Schedule of Post Petition Debts

## Filing Requirements

Rule 1019 (5) Schedule of Post Petition Debts

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Rule 1019(5) Schedule of Post Petition Debts** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) **ATTENTION:** If supplemental schedules are being filed on a date other than the date of conversion, the debtor (or debtors attorney) is responsible for the noticing of the 341 hearing on the creditors listed on the supplemental schedules. If the supplemental schedules are being filed on a date more than 14 days after the date of conversion, please use the Bankruptcy>Miscellaneous>Amended Schedules A-J and Summary of Schedules event.

a) **Next**



7) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

8) Enter the names of the Creditors Added, Separated by Commas

a) **Next**

9) ON THE NEXT SCREEN, CHOOSE ADD NEW CREDITOR AND TYPE IN THE NEW CREDITORS AND ADDRESSES. LEAVE ONE BLANK LINE BETWEEN EACH CREDITOR AFTER THE ADDRESS HAS BEEN ENTERED

a) **Next**

10) Add New Creditor(s) or Add Common Creditor(s)

a) If adding a new creditor(s)- (IF ADDING A COMMON CREDITOR(S) SKIP TO STEP 11)

b) Check Add new creditor(s) box

c) **Next**

d) Enter Name and Address of new creditor(s)

e) **Next**

f) **Next**

g) **Next** (Go to step 12)

11) If adding common creditor(s)

h) Check Add common creditor (s) box

i) Select the common creditor already listed in the box (use drop down arrow to view all common creditors).

j) **Next**

k) Be sure common creditor selected has the correct name and address listed. If not, make necessary change. Otherwise, do nothing.

l) **Next**

m) **Next**

n) **Next**

12) Review the final docket text

a) Click **Next** to complete the filing

13) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Schedules A-J and Summary of Schedules

## Filing Requirements

Schedules A-J and Summary of Schedules ([Bankruptcy forms B 6 – B 6J](#))

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Rule 1019(5) Schedule of Post Petition Debts** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Select ALL Schedules Being Submitted

a) Check the box in front of the schedule(s) being submitted

b) **Next**

8) Verify the totals from all schedules are correct in the boxes provided

a) **Next**

9) Review the docket text and modify as appropriate

a) **Next**

10) Review the final docket text

a) Click **Next** to complete the filing

11) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Small Business Balance Sheet

## Filing Requirements

Small Business Balance Sheet

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Small Business Balance Sheet** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Small Business Cash Flow Statement

## Filing Requirements

Cash Flow Statement for Small Business

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Small Business Cash Flow Statement** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.



# Small Business Statement Concerning 11 U.S.C. 1116(1)(B) Financial Documents

## Filing Requirements

Small Business Statement Concerning 11 U.S.C. 1116(1)(B) Financial Documents

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Small Business Statement Concerning 11 U.S.C. 1116(1)(B) Financial Documents** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

c) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Statement of Debtor's Temporary Exclusion from Means Test

## Filing Requirements

No document required

No filing fee required

## Procedure

1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Statement of Debtor's Temporary Exclusion from Means Test** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Is the debtor claiming the temporary exclusion serving on active duty? Select yes or no from the drop down box

a) If Yes, click **Next**

i) **Next**

b) If No, click **Next**

i) Enter the date released from active duty

ii) **Next**

iii) The temporary exclusion for the debtor ends on: (date auto calculates)

iv) **Next**

v) **Next**

7) Review the final docket text

a) Click **Next** to complete the filing

8) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Statement of Financial Affairs

## Filing Requirements

Statement of Financial Affairs ([form B 7](#))

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Statement of Financial Affairs** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.

# Statement of Military Service

## Filing Requirements

### [Form B202- Statement of Military Service](#)

No Filing Fee Required

## Procedure

- 1) Click **Bankruptcy > Miscellaneous/Other**
  - a) Enter **Case Number**
  - b) **Next**
- 2) Select **Statement of Military Service** from the events list
  - a) **Next**
- 3) Joint Filing with Attorney
  - a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)
  - b) If pleading is being filed with another attorney
    - i) Click the joint filing check box and click **Next**
    - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
  - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
  - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
  - a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
  - b) **Next**
- 7) Enter name of individual service member
  - a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case



# Statistical Summary

## Filing Requirements

### [Form B6 Summary](#)

No Filing Fee Required

## Procedure

1) Click **Bankruptcy** > **Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

2) Select **Statistical Summary** from the events list

a) **Next**

3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing check box and click **Next**

ii) Select the additional attorney and click **Next**

4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Review the docket text and modify as appropriate

a) **Next**

- 8) Review the final docket text
- a) Click **Next** to complete the filing
- 9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be emailed to all participants who receive electronic notification in the case

# Stipulation

## Filing Requirements

Stipulation Between Debtor and

No filing fee required

## Procedure

### 1) **Bankruptcy>Miscellaneous/Other**

a) Enter **Case Number**

b) **Next**

### 2) Select **Stipulation** from the events list

a) **Next**

### 3) Joint Filing with Attorney

a) If pleading is not being filed with another attorney, click **Next** (Go to step 4)

b) If pleading is being filed with another attorney

i) Click the joint filing checkbox and click **Next**

ii) Select the additional attorney and click **Next**

### 4) Select the filing Party. If the party is not listed, click on [Add/Create New Party](#)

a) **Next**

### 5) If applicable, link the party and attorney by clicking the checkbox next to the party name

a) **Next**

### 6) Click **Browse** to find and select the PDF document being filed

a) If you are filing additional attachments to the pleading, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)

b) **Next**

7) Stipulation with Whom?

a) **Next**

8) Refer to existing event(s)?

a) If Yes, click on box

i) **Next**

ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If No, click **Next**

c) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the pleading will be mailed to all participants who receive electronic notification in the case.