

Chapter 13 Individual (Case Opening: Deficiencies)

The following instructions are for attorneys not using case opening software to open up new bankruptcy cases.

STEP	ACTION										
1	Click or Hover on Bankruptcy on the CM/ECF blue menu bar.										
2	Select Open BK Case from the list of Bankruptcy Events.										
3	<p>Make the following selections; and click [Next].</p> <table border="1"> <tbody> <tr> <td>Case type</td> <td>Defaults "bk" (hard coded)</td> </tr> <tr> <td>Date filed</td> <td>Defaults to today's date (hard coded)</td> </tr> <tr> <td>Chapter</td> <td>Select "13" from the drop down.</td> </tr> <tr> <td>Joint Petition</td> <td>"n" for single debtor, "y" for joint debtors.</td> </tr> <tr> <td>Deficiencies</td> <td>Select "y", if one or more of the initial pleadings is missing.</td> </tr> </tbody> </table>	Case type	Defaults "bk" (hard coded)	Date filed	Defaults to today's date (hard coded)	Chapter	Select "13" from the drop down.	Joint Petition	"n" for single debtor, "y" for joint debtors.	Deficiencies	Select "y", if one or more of the initial pleadings is missing.
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4	Type in the debtor's social security number (hyphens are not required) and click [Search].										
5	<table border="1"> <thead> <tr> <th>IF PARTY SEARCH RESULTS...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>No exact match or No results found</td> <td>Click [Create new party] and proceed to next step.</td> </tr> <tr> <td>Finds an exact match</td> <td> <ul style="list-style-type: none"> Click on name and verify information in the pop-up window. <p><i>Note: Name and address must match exactly to what is listed on the petition for the debtor.</i></p> <ul style="list-style-type: none"> If the information matches exactly click [Select name from list]. Proceed to next step. </td> </tr> </tbody> </table>	IF PARTY SEARCH RESULTS...	THEN...	No exact match or No results found	Click [Create new party] and proceed to next step.	Finds an exact match	<ul style="list-style-type: none"> Click on name and verify information in the pop-up window. <p><i>Note: Name and address must match exactly to what is listed on the petition for the debtor.</i></p> <ul style="list-style-type: none"> If the information matches exactly click [Select name from list]. Proceed to next step. 				
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If **“Creating a new party”** type in the debtors information exactly how it appears on the front page of the petition. Click [Submit] when complete. See table below.

Note: If you “Select name from list”, do not change any information and proceed to the “optional” items on this table. If there is any difference between the debtor information listed on the petition and what is in the CM/ECF system, you must create a new party.

Last name	Use initial capitals, exactly as on the petition
First name	Use initial capitals, exactly as on the petition
Middle name	Exactly as on the petition
Generation	Examples: Sr., Jr., III , or IV
Title	Example: President or Vice President
SSN/ITIN	Already populated from initial search. If “creating a new party” multiple SSN’s can be added, up to five, by clicking the “+” sign to the right of the box. If you “select name from list”, you cannot add multiple SSN’s, the multiple SSN’s will be added to the case by the Case Administrator while quality assuring the case.
Tax ID/EIN	Leave blank
Office	Leave blank
Address 1,2,3	Type the debtor’s address, exactly as on the petition.
City	Exactly as on petition
State	Exactly as on petition
Zip	Exactly as on petition
County	Exactly as on petition - by choosing the county you are telling the system to give the new case a Detroit, Flint or Bay City case number.
Country	Leave blank
Phone	Leave blank
Fax	Leave blank
E-mail	Leave blank
Party Text	If you type text here (for example, a Michigan Company), it will display on the docket next to the debtor’s name italicized. (Example: J&J Inc., <i>a Michigan Company</i>)
Optional	
[Alias]	To add any alias listed on the petition (see separate instructions).
[Corporate parent/ Affiliate...]	Our Court is not using this feature at this time.
[Review]	Review case information entered thus far.

You may see a pop-up window that displays “Warning: The SSN/ITIN is blank”, verify this is correct and click [OK].

	If this is a joint filing, go back to step 4 and start search for joint debtor.																		
7	<p>Verify the divisional office and click [Next].</p> <p><i>Note: If the wrong county/divisional office is listed, click the back arrow on your browser to correct the county on the previous screen.</i></p>																		
8	<p>Select the statistical information and click [Next].</p> <table border="1"> <tr> <td>Prior filing within last 8 years</td> <td>Leave at Default</td> </tr> <tr> <td>Fee Status</td> <td>From 1st page of petition <i>Individual (Paid or Installment)</i></td> </tr> <tr> <td>Nature of debt</td> <td>From 1st page of petition <i>(Business or Consumer)</i></td> </tr> <tr> <td>Asset Notice</td> <td>Leave at Default "Yes"</td> </tr> <tr> <td>Estimated number of creditors</td> <td>From 1st page of petition</td> </tr> <tr> <td>Estimated assets</td> <td>From 1st page of petition</td> </tr> <tr> <td>Estimated liabilities</td> <td>From 1st page of petition</td> </tr> <tr> <td>Type of debtor</td> <td>From 1st page of petition</td> </tr> <tr> <td>Nature of business</td> <td>From 1st page of petition</td> </tr> </table>	Prior filing within last 8 years	Leave at Default	Fee Status	From 1st page of petition <i>Individual (Paid or Installment)</i>	Nature of debt	From 1st page of petition <i>(Business or Consumer)</i>	Asset Notice	Leave at Default "Yes"	Estimated number of creditors	From 1 st page of petition	Estimated assets	From 1 st page of petition	Estimated liabilities	From 1 st page of petition	Type of debtor	From 1 st page of petition	Nature of business	From 1 st page of petition
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9	<p>Type in the amounts in the applicable fields and click [Next]. Leave the field blank, if that document is missing. The last field “Total Dischargeable Debt (Computed)” is automatically calculated by the system. Do not type a “\$” and commas are not required.</p> <p>Note: <i>The amounts for schedules A, B, D, E, F, I and J are taken from the summary of schedules page.</i></p> <p>Note: <i>The current monthly income amount is taken from the Means Test (form B22C, line 20). For an individual with primarily business debt, the means test is not required; type “0” in that field.</i></p> <p>Note: <i>The TOTAL Type of Liability amount is taken from the statistical summary (top box, total).</i></p> <p>Note: <i>Total Dischargeable Debt will not be computed when any value for D, E, F, or nondischargeable debt is not known.</i></p>
10	<p>On the deficiency list screen check the box or boxes of all items not included in the petition and click [Next]. The system will set a 14 day deadline for each deficiency.</p>
11	<p>Type in the amounts for Schedule C, Schedule I (Lines 1 and 5) and Schedule J (line 20c) in the applicable fields and click [Next]. If there is no spouse type “0.00” in applicable field. Leave the field blank, if that document is missing. Do not type a “\$” and commas are not required.</p> <p>Note: <i>This screen will not appear if this case is a chapter 13 individual with primarily business debt, proceed to next step.</i></p> <p>Note: <i>If a warning pop-up window appears stating you have not entered any data, verify you have correctly typed in amounts and click [OK].</i></p>
12	<p>Click [Next] on the incomplete filings due date screen.</p>
13	<p>Associate the pdf and click [Next]. See separate instructions in the miscellaneous section.</p> <p>Note: <i>For attachments, leave at the “No” selection. There should not be attachments to the petition; everything can be filed as one pdf (see case opening tip sheet).</i></p>

14	<p>The fee for filing a chapter 13 bankruptcy case screen displays;</p> <table border="1" data-bbox="326 279 1182 1352"> <thead> <tr> <th data-bbox="326 279 615 331">IF...</th> <th data-bbox="615 279 1182 331">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 331 615 464"> <p>Paid</p> </td> <td data-bbox="615 331 1182 464"> <ul style="list-style-type: none"> • Click [Next] • Proceed to next step </td> </tr> <tr> <td data-bbox="326 464 615 953"> <p>Installment is greater than \$0.00</p> </td> <td data-bbox="615 464 1182 953"> <ul style="list-style-type: none"> • Type amount of first installment payment in the fee amount box • Click [Next] • Proceed to next step <p><i>Note: Docket the application to pay filing fee in installments as a separate docket entry (see instructions) after the case is opened and submit the order for the judge's signature (see instructions).</i></p> </td> </tr> <tr> <td data-bbox="326 953 615 1352"> <p>Installment is \$0.00</p> </td> <td data-bbox="615 953 1182 1352"> <ul style="list-style-type: none"> • Type "0.00" in the fee amount box • Click [Next] • Proceed to next step <p><i>Note: Docket the application to pay filing fee in installments as a separate docket entry (see instructions) after the case is opened and submit the order for the judge's signature (see instructions).</i></p> </td> </tr> </tbody> </table>	IF...	THEN...	<p>Paid</p>	<ul style="list-style-type: none"> • Click [Next] • Proceed to next step 	<p>Installment is greater than \$0.00</p>	<ul style="list-style-type: none"> • Type amount of first installment payment in the fee amount box • Click [Next] • Proceed to next step <p><i>Note: Docket the application to pay filing fee in installments as a separate docket entry (see instructions) after the case is opened and submit the order for the judge's signature (see instructions).</i></p>	<p>Installment is \$0.00</p>	<ul style="list-style-type: none"> • Type "0.00" in the fee amount box • Click [Next] • Proceed to next step <p><i>Note: Docket the application to pay filing fee in installments as a separate docket entry (see instructions) after the case is opened and submit the order for the judge's signature (see instructions).</i></p>
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15	<p>Modify docket text screen displays. If applicable, add text in the box provided and click [Next].</p> <p><i>Note: It is not mandatory to modify text. There is no spell check and whatever is typed in the text box will display italicized on the docket.</i></p>								
16	<p>Final text screen displays. Verify text and click [Next]. The bankruptcy case is officially filed once you click [Next].</p> <p><i>Note: Before you click [Next], if you notice an error, you will need to either go back to the screen where the information was entered incorrectly or start the case opening process over.</i></p>								

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18	The NEF (Notice of Electronic Filing) displays. Transaction completed.						
	Use the case opening tip sheet, in the guides section, for further instructions on filing the rest of the documents in the case opening process.						

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