

Chapter 13 Individual (Case Opening: No 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	Make the following selections; and click [Next]. <table border="1" data-bbox="310 762 1174 1045"> <tbody> <tr> <td data-bbox="310 762 521 814">Case type</td> <td data-bbox="521 762 1174 814">Defaults "bk" (hard coded)</td> </tr> <tr> <td data-bbox="310 814 521 867">Date filed</td> <td data-bbox="521 814 1174 867">Defaults to today's date (hard coded)</td> </tr> <tr> <td data-bbox="310 867 521 919">Chapter</td> <td data-bbox="521 867 1174 919">Select "13" from the drop down.</td> </tr> <tr> <td data-bbox="310 919 521 972">Joint Petition</td> <td data-bbox="521 919 1174 972">"n" for single debtor, "y" for joint debtors.</td> </tr> <tr> <td data-bbox="310 972 521 1045">Deficiencies</td> <td data-bbox="521 972 1174 1045">Leave at "n" default, all initial pleadings present.</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	Leave at "n" default, all initial pleadings present.
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Deficiencies	Leave at "n" default, all initial pleadings present.										
4	Type in the debtor's social security number (hyphens are not required) and click [Search].										
5	<table border="1" data-bbox="310 1215 1364 1717"> <thead> <tr> <th data-bbox="310 1215 618 1304">IF PARTY SEARCH RESULTS...</th> <th data-bbox="618 1215 1364 1304">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 1304 618 1392"> No exact match or No results found </td> <td data-bbox="618 1304 1364 1392">Click [Create new party] and proceed to next step.</td> </tr> <tr> <td data-bbox="310 1392 618 1717"> Finds an exact match </td> <td data-bbox="618 1392 1364 1717"> <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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6	<p data-bbox="310 254 1341 317">If “Creating a new party” type in the debtor information exactly how it appears on the front page of the petition. Click [Submit] when complete. See table below.</p> <p data-bbox="386 375 1341 459"><i>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.</i></p> <table border="1" data-bbox="310 501 1300 1675"> <tr> <td data-bbox="310 501 483 548">Last name</td> <td data-bbox="483 501 1300 548">Use initial capitals, exactly as on the petition</td> </tr> <tr> <td data-bbox="310 548 483 594">First name</td> <td data-bbox="483 548 1300 594">Use initial capitals, exactly as on the petition</td> </tr> <tr> <td data-bbox="310 594 483 640">Middle name</td> <td data-bbox="483 594 1300 640">Exactly as on the petition</td> </tr> <tr> <td data-bbox="310 640 483 686">Generation</td> <td data-bbox="483 640 1300 686">Examples; Sr., Jr. III or IV</td> </tr> <tr> <td data-bbox="310 686 483 732">Title</td> <td data-bbox="483 686 1300 732">Example; President or Vice President</td> </tr> <tr> <td data-bbox="310 732 483 842">SSN/ITIN</td> <td data-bbox="483 732 1300 842">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.</td> </tr> <tr> <td data-bbox="310 842 483 888">Tax ID/EIN</td> <td data-bbox="483 842 1300 888">Leave blank (N/A for Chapter 13 Cases)</td> </tr> <tr> <td data-bbox="310 888 483 934">Office</td> <td data-bbox="483 888 1300 934">Leave blank</td> </tr> <tr> <td data-bbox="310 934 483 980">Address 1,2,3</td> <td data-bbox="483 934 1300 980">Type the debtor’s address, exactly as on the petition.</td> </tr> <tr> <td data-bbox="310 980 483 1026">City</td> <td data-bbox="483 980 1300 1026">Exactly as on petition</td> </tr> <tr> <td data-bbox="310 1026 483 1073">State</td> <td data-bbox="483 1026 1300 1073">Exactly as on petition</td> </tr> <tr> <td data-bbox="310 1073 483 1119">Zip</td> <td data-bbox="483 1073 1300 1119">Exactly as on petition</td> </tr> <tr> <td data-bbox="310 1119 483 1165">County</td> <td data-bbox="483 1119 1300 1165">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.</td> </tr> <tr> <td data-bbox="310 1165 483 1211">Country</td> <td data-bbox="483 1165 1300 1211">Leave blank</td> </tr> <tr> <td data-bbox="310 1211 483 1257">Phone</td> <td data-bbox="483 1211 1300 1257">Leave blank</td> </tr> <tr> <td data-bbox="310 1257 483 1304">Fax</td> <td data-bbox="483 1257 1300 1304">Leave blank</td> </tr> <tr> <td data-bbox="310 1304 483 1350">E-mail</td> <td data-bbox="483 1304 1300 1350">Leave blank</td> </tr> <tr> <td data-bbox="310 1350 483 1446">Party Text</td> <td data-bbox="483 1350 1300 1446">If you type text here (for example, a Michigan Company), it will display italicized on the docket next to the debtor’s name. (Example: J&J Inc., <i>a Michigan Company</i>)</td> </tr> <tr> <td data-bbox="310 1446 483 1493"><u>Optional</u></td> <td data-bbox="483 1446 1300 1493"></td> </tr> <tr> <td data-bbox="310 1493 483 1539">[Alias]</td> <td data-bbox="483 1493 1300 1539">To add any alias listed on the petition (see separate instructions).</td> </tr> <tr> <td data-bbox="310 1539 483 1635">[Corporate parent/ Affiliate...]</td> <td data-bbox="483 1539 1300 1635">Our Court is not using this feature at this time.</td> </tr> <tr> <td data-bbox="310 1635 483 1682">[Review]</td> <td data-bbox="483 1635 1300 1682">Review case information entered thus far.</td> </tr> </table>	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. 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	<p data-bbox="310 1814 1159 1845">If this is a joint filing, go back to step 4 and start search for joint debtor.</p>																																												

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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]. If a prior bankruptcy was found in our database, the prior case(s) will be listed at the top of this screen.</p> <table border="1" data-bbox="311 577 1166 1087"> <tbody> <tr> <td data-bbox="311 577 698 625">Prior filing within last 8 years</td> <td data-bbox="698 577 1166 625">Leave at Default</td> </tr> <tr> <td data-bbox="311 625 698 709">Fee Status</td> <td data-bbox="698 625 1166 709">From 1st page of petition <i>Individual (Paid or Installment)</i></td> </tr> <tr> <td data-bbox="311 709 698 793">Nature of debt</td> <td data-bbox="698 709 1166 793">From 1st page of petition <i>(Business or Consumer)</i></td> </tr> <tr> <td data-bbox="311 793 698 842">Asset Notice</td> <td data-bbox="698 793 1166 842">Leave at Default "Yes"</td> </tr> <tr> <td data-bbox="311 842 698 890">Estimated number of creditors</td> <td data-bbox="698 842 1166 890">From 1st page of petition</td> </tr> <tr> <td data-bbox="311 890 698 938">Estimated assets</td> <td data-bbox="698 890 1166 938">From 1st page of petition</td> </tr> <tr> <td data-bbox="311 938 698 987">Estimated liabilities</td> <td data-bbox="698 938 1166 987">From 1st page of petition</td> </tr> <tr> <td data-bbox="311 987 698 1035">Type of debtor</td> <td data-bbox="698 987 1166 1035">From 1st page of petition</td> </tr> <tr> <td data-bbox="311 1035 698 1083">Nature of business</td> <td data-bbox="698 1035 1166 1083">From 1st page of petition</td> </tr> </tbody> </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]. The last field "Total Dischargeable Debt (Computed)" is automatically calculated by the system. Do not type a "\$" and commas are not required. If an item is missing, please refer to the instructions for Chapter 13 Individual (Case Opening: Deficiencies).</p> <p><i>Note: The amounts for schedules A, B, D, E, F, I and J are taken from the summary of schedules page.</i></p> <p><i>Note: 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><i>Note: The TOTAL Type of Liability amount is taken from the statistical summary (top box, total).</i></p>																		

STEP	ACTION
10	<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. Do not type a "\$" and commas are not required.</p> <p><i>Note: This screen will not appear if this case is a chapter 13 individual with primarily business debt, proceed to next step.</i></p> <p><i>Note: 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>
11	<p>Associate the pdf and click [Next]. See separate instructions in the miscellaneous section.</p> <p><i>Note: Please refer to the case opening tip sheet, in the miscellaneous section, as to what can be filed as one pdf with the petition and bookmark the petition pdf. There are instructions on how to bookmark in the miscellaneous section as well.</i></p>

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12	<p>The fee for filing a chapter 13 bankruptcy case screen displays;</p> <table border="1" data-bbox="311 327 1349 1184"> <thead> <tr> <th data-bbox="311 327 602 380">IF...</th> <th data-bbox="602 327 1349 380">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="311 380 602 506">Paid</td> <td data-bbox="602 380 1349 506"> <ul style="list-style-type: none"> • Click [Next] • Proceed to next step </td> </tr> <tr> <td data-bbox="311 506 602 873">Installment is greater than \$0.00</td> <td data-bbox="602 506 1349 873"> <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="311 873 602 1184">Installment is \$0.00</td> <td data-bbox="602 873 1349 1184"> <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...	Paid	<ul style="list-style-type: none"> • Click [Next] • Proceed to next step 	Installment is greater than \$0.00	<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>	Installment is \$0.00	<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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13	<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>								
14	<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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16	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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