

Chapter 7 Individual/Business (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" data-bbox="324 695 1432 974"> <tbody> <tr> <td data-bbox="324 695 537 743">Case type</td> <td data-bbox="537 695 1432 743">Defaults "bk" (hard coded)</td> </tr> <tr> <td data-bbox="324 743 537 791">Date filed</td> <td data-bbox="537 743 1432 791">Defaults to today's date (hard coded)</td> </tr> <tr> <td data-bbox="324 791 537 840">Chapter</td> <td data-bbox="537 791 1432 840">Select "7" from the drop down.</td> </tr> <tr> <td data-bbox="324 840 537 888">Joint Petition</td> <td data-bbox="537 840 1432 888">"n" for single debtor, "y" for joint debtors.</td> </tr> <tr> <td data-bbox="324 888 537 974">Deficiencies</td> <td data-bbox="537 888 1432 974">Select "y", if one or more initial pleadings are missing.</td> </tr> </tbody> </table> | Case type | Defaults "bk" (hard coded) | Date filed | Defaults to today's date (hard coded) | Chapter | Select "7" from the drop down. | Joint Petition | "n" for single debtor, "y" for joint debtors. | Deficiencies | Select "y", if one or more initial pleadings are missing. |
| Case type | Defaults "bk" (hard coded) | | | | | | | | | | |
| Date filed | Defaults to today's date (hard coded) | | | | | | | | | | |
| Chapter | Select "7" from the drop down. | | | | | | | | | | |
| Joint Petition | "n" for single debtor, "y" for joint debtors. | | | | | | | | | | |
| Deficiencies | Select "y", if one or more initial pleadings are missing. | | | | | | | | | | |
| 4 | Type in the debtor's social security number (hyphens are not required) and click [Search]. If for a business, type in the Tax ID number or search by business name and click [Search]. | | | | | | | | | | |
| 5 | <table border="1" data-bbox="324 1268 1421 1734"> <thead> <tr> <th data-bbox="324 1268 652 1356">IF PARTY SEARCH RESULTS...</th> <th data-bbox="652 1268 1421 1356">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 1356 652 1444">No exact match or No results found</td> <td data-bbox="652 1356 1421 1444">Click [Create new party] and proceed to next step.</td> </tr> <tr> <td data-bbox="324 1444 652 1734">Finds an exact match</td> <td data-bbox="652 1444 1421 1734"> <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. | | | | |
| 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. | | | | | | | | | | |

| STEP | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------|--|-------------------|--|--------------------|----------------------------|-------------------|---------------------------------|--------------|--------------------------------------|-----------------|---|-------------------|---|---------------|-------------|----------------------|--|-------------|------------------------|--------------|------------------------|------------|------------------------|---------------|---|----------------|-------------|--------------|-------------|------------|-------------|---------------|-------------|-------------------|---|-----------------|--|----------------|--|--|---|-----------------|---|
| 6 | <p data-bbox="323 184 1414 243">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.</p> <p data-bbox="402 302 1393 384"><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="323 428 1430 1680"> <tbody> <tr> <td data-bbox="323 428 607 470">Last name</td> <td data-bbox="607 428 1430 470">Use initial capitals, exactly as on the petition</td> </tr> <tr> <td data-bbox="323 470 607 512">First name</td> <td data-bbox="607 470 1430 512">Use initial capitals, exactly as on the petition</td> </tr> <tr> <td data-bbox="323 512 607 554">Middle name</td> <td data-bbox="607 512 1430 554">Exactly as on the petition</td> </tr> <tr> <td data-bbox="323 554 607 596">Generation</td> <td data-bbox="607 554 1430 596">Examples: Sr., Jr., III , or IV</td> </tr> <tr> <td data-bbox="323 596 607 638">Title</td> <td data-bbox="607 596 1430 638">Example: President or Vice President</td> </tr> <tr> <td data-bbox="323 638 607 764">SSN/ITIN</td> <td data-bbox="607 638 1430 764">If <u>Individual</u>: 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="323 764 607 919">Tax ID/EIN</td> <td data-bbox="607 764 1430 919">If <u>business</u>: type number. If “creating a new party” multiple Tax ID’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 Tax ID’s, the multiple Tax ID’s will be added to the case by the Case Administrator while quality assuring the case. If <u>Individual</u>: leave blank.</td> </tr> <tr> <td data-bbox="323 919 607 961">Office</td> <td data-bbox="607 919 1430 961">Leave blank</td> </tr> <tr> <td data-bbox="323 961 607 1003">Address 1,2,3</td> <td data-bbox="607 961 1430 1003">Type the debtor’s address, exactly as on the petition.</td> </tr> <tr> <td data-bbox="323 1003 607 1045">City</td> <td data-bbox="607 1003 1430 1045">Exactly as on petition</td> </tr> <tr> <td data-bbox="323 1045 607 1087">State</td> <td data-bbox="607 1045 1430 1087">Exactly as on petition</td> </tr> <tr> <td data-bbox="323 1087 607 1129">Zip</td> <td data-bbox="607 1087 1430 1129">Exactly as on petition</td> </tr> <tr> <td data-bbox="323 1129 607 1205">County</td> <td data-bbox="607 1129 1430 1205">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="323 1205 607 1247">Country</td> <td data-bbox="607 1205 1430 1247">Leave blank</td> </tr> <tr> <td data-bbox="323 1247 607 1289">Phone</td> <td data-bbox="607 1247 1430 1289">Leave blank</td> </tr> <tr> <td data-bbox="323 1289 607 1331">Fax</td> <td data-bbox="607 1289 1430 1331">Leave blank</td> </tr> <tr> <td data-bbox="323 1331 607 1373">E-mail</td> <td data-bbox="607 1331 1430 1373">Leave blank</td> </tr> <tr> <td data-bbox="323 1373 607 1478">Party Text</td> <td data-bbox="607 1373 1430 1478">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="323 1478 607 1520">Optional</td> <td data-bbox="607 1478 1430 1520"></td> </tr> <tr> <td data-bbox="323 1520 607 1562">[Alias]</td> <td data-bbox="607 1520 1430 1562">To add any alias listed on the petition (see separate instructions).</td> </tr> <tr> <td data-bbox="323 1562 607 1633">[Corporate parent/Affiliate...]</td> <td data-bbox="607 1562 1430 1633">Our Court is not using this feature at this time.</td> </tr> <tr> <td data-bbox="323 1633 607 1680">[Review]</td> <td data-bbox="607 1633 1430 1680">Review case information entered thus far.</td> </tr> </tbody> </table> <p data-bbox="323 1696 1406 1759">You may see a pop-up window that displays “Warning: The TaxID/EIN or SSN/ITIN is blank”, verify this is correct and click [OK].</p> <p data-bbox="323 1818 1170 1850">If this is a joint filing, go back to step 4 and start search for joint debtor.</p> | 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 | If <u>Individual</u> : 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 | If <u>business</u> : type number. If “creating a new party” multiple Tax ID’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 Tax ID’s, the multiple Tax ID’s will be added to the case by the Case Administrator while quality assuring the case. If <u>Individual</u> : 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 italicized on the docket next to the debtor’s name. (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. |
| 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 | If <u>Individual</u> : 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 | If <u>business</u> : type number. If “creating a new party” multiple Tax ID’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 Tax ID’s, the multiple Tax ID’s will be added to the case by the Case Administrator while quality assuring the case. If <u>Individual</u> : 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 italicized on the docket next to the debtor’s name. (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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| STEP | ACTION | | | | | | | | | | | | | | | | | | |
|---|--|---|------------------|-------------------|--|-----------------------|--|---------------------|-----------------------|--------------------------------------|---------------------------------------|-------------------------|---------------------------------------|------------------------------|---------------------------------------|-----------------------|---------------------------------------|---------------------------|---------------------------------------|
| 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="323 506 1432 1136"> <tbody> <tr> <td data-bbox="323 506 768 558">Prior filing within last 8 years</td> <td data-bbox="768 506 1432 558">Leave at Default</td> </tr> <tr> <td data-bbox="323 558 768 722">Fee Status</td> <td data-bbox="768 558 1432 722">From 1st page of petition <i>Individual (Paid, Installment or IFP filing fee waived)</i> <i>Business (Paid Only)</i></td> </tr> <tr> <td data-bbox="323 722 768 806">Nature of debt</td> <td data-bbox="768 722 1432 806">From 1st page of petition <i>(Business or Consumer)</i></td> </tr> <tr> <td data-bbox="323 806 768 861">Asset Notice</td> <td data-bbox="768 806 1432 861">Leave at Default "No"</td> </tr> <tr> <td data-bbox="323 861 768 915">Estimated number of creditors</td> <td data-bbox="768 861 1432 915">From 1st page of petition</td> </tr> <tr> <td data-bbox="323 915 768 970">Estimated assets</td> <td data-bbox="768 915 1432 970">From 1st page of petition</td> </tr> <tr> <td data-bbox="323 970 768 1024">Estimated liabilities</td> <td data-bbox="768 970 1432 1024">From 1st page of petition</td> </tr> <tr> <td data-bbox="323 1024 768 1079">Type of debtor</td> <td data-bbox="768 1024 1432 1079">From 1st page of petition</td> </tr> <tr> <td data-bbox="323 1079 768 1136">Nature of business</td> <td data-bbox="768 1079 1432 1136">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, Installment or IFP filing fee waived)</i> <i>Business (Paid Only)</i> | Nature of debt | From 1st page of petition <i>(Business or Consumer)</i> | Asset Notice | Leave at Default "No" | 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 |
| Prior filing within last 8 years | Leave at Default | | | | | | | | | | | | | | | | | | |
| Fee Status | From 1st page of petition <i>Individual (Paid, Installment or IFP filing fee waived)</i> <i>Business (Paid Only)</i> | | | | | | | | | | | | | | | | | | |
| Nature of debt | From 1st page of petition <i>(Business or Consumer)</i> | | | | | | | | | | | | | | | | | | |
| Asset Notice | Leave at Default "No" | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | |
| 9 | <p>Type the amounts in the applicable fields and click [Next]. The last field "Total Dischargeable Debt (Computed)" is automatically calculated by the system. In some cases an amount will not be automatically entered if applicable documents are missing. Do not type a "\$" and commas are not required. Leave the field(s) blank if that item is one of the deficient/missing documents.</p> <p><i>Note: The amounts for schedules A, B, D, E, F, I and J are taken from the summary of schedules page. For a business, schedules I and J are not required; type "0" in the applicable fields.</i></p> <p><i>Note: The current monthly income amount is taken from the Means Test (form B22A, line 12). For a business or 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). For a business, the statistical summary is not required; type "0" in the field.</i></p> | | | | | | | | | | | | | | | | | | |

| STEP | ACTION |
|------|---|
| 10 | 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. |
| 11 | <p>Type in the amounts for Schedule C, Schedule I (Lines 1 and 5), Schedule J (line 20c) and the amounts from form B22A in the applicable fields and click [Next]. Do not type a "\$" and commas are not required. Leave the field(s) blank if that item is one of the deficient/missing documents.</p> <p>Note: <i>This screen will not appear if this case is a chapter 7 business or 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 | Click [Next] on the incomplete filings due date screen. |
| 13 | <p>Associate the pdf and click [Next]. See separate instructions in the miscellaneous section.</p> <p>Note: <i>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> |
| 14 | <p>Select "no" or "yes" from the Presumption Arises menu and click [Next]. If the means test is one of the missing documents, the above message will not display. Click [Next].</p> <p>Note: <i>This information is found at the top of the means test (form B22A).</i></p> <p>Note: <i>This screen will not appear if this case is a chapter 7 business or individual with primarily business debt, proceed to next step.</i></p> |

| STEP | ACTION | | | | | | | | | | |
|------------------------------------|---|-------|---------|------|--|------------------------------------|--|-----------------------|---|-----------------------|---|
| 15 | <p data-bbox="323 184 1052 216">The fee for filing a chapter 7 bankruptcy case screen displays.</p> <table border="1" data-bbox="323 260 1430 1509"> <thead> <tr> <th data-bbox="323 260 613 310">IF...</th> <th data-bbox="613 260 1430 310">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 310 613 445">Paid</td> <td data-bbox="613 310 1430 445"> <ul data-bbox="630 352 909 415" style="list-style-type: none"> • Click [Next] • Proceed to next step </td> </tr> <tr> <td data-bbox="323 445 613 835">Installment is greater than \$0.00</td> <td data-bbox="613 445 1430 835"> <ul data-bbox="630 487 1380 583" style="list-style-type: none"> • Type amount of first installment payment in the fee amount box • Click [Next] • Proceed to next step <p data-bbox="685 617 1412 739">Note: <i>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="323 835 613 1171">Installment is \$0.00</td> <td data-bbox="613 835 1430 1171"> <ul data-bbox="630 877 1055 974" style="list-style-type: none"> • Type “0.00” in the fee amount box • Click [Next] • Proceed to next step <p data-bbox="685 1008 1412 1129">Note: <i>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="323 1171 613 1509">IFP Filing Fee Waived</td> <td data-bbox="613 1171 1430 1509"> <ul data-bbox="630 1213 1136 1310" style="list-style-type: none"> • Type “Waived” in the receipt number box • Click [Next] • Proceed to next step <p data-bbox="685 1344 1412 1465">Note: <i>Docket the application to waive the filing fee 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 data-bbox="630 352 909 415" style="list-style-type: none"> • Click [Next] • Proceed to next step | Installment is greater than \$0.00 | <ul data-bbox="630 487 1380 583" style="list-style-type: none"> • Type amount of first installment payment in the fee amount box • Click [Next] • Proceed to next step <p data-bbox="685 617 1412 739">Note: <i>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 data-bbox="630 877 1055 974" style="list-style-type: none"> • Type “0.00” in the fee amount box • Click [Next] • Proceed to next step <p data-bbox="685 1008 1412 1129">Note: <i>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> | IFP Filing Fee Waived | <ul data-bbox="630 1213 1136 1310" style="list-style-type: none"> • Type “Waived” in the receipt number box • Click [Next] • Proceed to next step <p data-bbox="685 1344 1412 1465">Note: <i>Docket the application to waive the filing fee 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> |
| IF... | THEN... | | | | | | | | | | |
| Paid | <ul data-bbox="630 352 909 415" style="list-style-type: none"> • Click [Next] • Proceed to next step | | | | | | | | | | |
| Installment is greater than \$0.00 | <ul data-bbox="630 487 1380 583" style="list-style-type: none"> • Type amount of first installment payment in the fee amount box • Click [Next] • Proceed to next step <p data-bbox="685 617 1412 739">Note: <i>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 data-bbox="630 877 1055 974" style="list-style-type: none"> • Type “0.00” in the fee amount box • Click [Next] • Proceed to next step <p data-bbox="685 1008 1412 1129">Note: <i>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> | | | | | | | | | | |
| IFP Filing Fee Waived | <ul data-bbox="630 1213 1136 1310" style="list-style-type: none"> • Type “Waived” in the receipt number box • Click [Next] • Proceed to next step <p data-bbox="685 1344 1412 1465">Note: <i>Docket the application to waive the filing fee 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> | | | | | | | | | | |
| 16 | <p data-bbox="323 1524 1360 1587">Modify docket text screen displays. If applicable, add text in the box provided and click [Next].</p> <p data-bbox="409 1646 1386 1709">Note: <i>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> | | | | | | | | | | |

| STEP | ACTION | | | | | | |
|---|---|-------|---------|---|---|--|--|
| 17 | <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> | | | | | | |
| 18 | <table border="1"> <thead> <tr> <th data-bbox="323 499 696 554">IF...</th> <th data-bbox="696 499 1432 554">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 554 696 968"> <p>Paid <u>or</u> Installment is greater than \$0.00</p> </td> <td data-bbox="696 554 1432 968"> <ul style="list-style-type: none"> • Summary of current charges window displays. • Click [Pay Now], to type in your credit card information and make the payment. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click [Continue Filing] if you want to continue filing other cases and make one payment for all charges. • Proceed to next step. <p><i>Note: You have 48 hours to make your payments.</i></p> </td> </tr> <tr> <td data-bbox="323 968 696 1173"> <p>Waived <u>or</u> Installment is \$0.00</p> </td> <td data-bbox="696 968 1432 1173"> <p>Proceed to next step</p> <p><i>Note: The summary of current charges window would display if there is a balance owed to the court.</i></p> </td> </tr> </tbody> </table> | IF... | THEN... | <p>Paid <u>or</u> Installment is greater than \$0.00</p> | <ul style="list-style-type: none"> • Summary of current charges window displays. • Click [Pay Now], to type in your credit card information and make the payment. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click [Continue Filing] if you want to continue filing other cases and make one payment for all charges. • Proceed to next step. <p><i>Note: You have 48 hours to make your payments.</i></p> | <p>Waived <u>or</u> Installment is \$0.00</p> | <p>Proceed to next step</p> <p><i>Note: The summary of current charges window would display if there is a balance owed to the court.</i></p> |
| IF... | THEN... | | | | | | |
| <p>Paid <u>or</u> Installment is greater than \$0.00</p> | <ul style="list-style-type: none"> • Summary of current charges window displays. • Click [Pay Now], to type in your credit card information and make the payment. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click [Continue Filing] if you want to continue filing other cases and make one payment for all charges. • Proceed to next step. <p><i>Note: You have 48 hours to make your payments.</i></p> | | | | | | |
| <p>Waived <u>or</u> Installment is \$0.00</p> | <p>Proceed to next step</p> <p><i>Note: The summary of current charges window would display if there is a balance owed to the court.</i></p> | | | | | | |
| 19 | <p>The NEF (Notice of Electronic Filing) displays. Transaction completed.</p> | | | | | | |
| | <p>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.</p> | | | | | | |

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