Chapter 7 Non-Individual Case Opening

(Revised on: 12/02/2015 – *See revision log at the end of this document)

The following instructions are for attorneys not using
case opening software to open up new bankruptcy cases.
Please refer to the case opening tip sheet, as to what can be filed as one pdf.

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].

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.

Deficiencies	If…	Then…
	One <u>or</u> more of the items below are missing.	➢ Select "y" from drop down. ➢ Click [Next].
	None of the items below are missing.	➢ Leave at "n" default. ➢ Click [Next].

- Declaration Under Penalty of Perjury for Non-Individual Debtors
- Schedule A/B
- Schedule D
- Schedule E/F
- Schedule G
- Schedule H
- Statement of Attorney for Debtor(s) Pursuant to F.R.Bankr.P. 2016(b)
- Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy
- Statement Regarding Authority to Sign and File Petition
- Summary of Assets and Liabilities for Non-Individuals
- Tax ID

Note: Schedules C, I, and J are not required for Non-Individuals.

STEP	ACTION
4	Type in the Tax ID number or search by business name and click [Search].

STEP	ACTION

5	

IF PARTY SEARCH RESULTS…	THEN…
No exact match or No Person found	Click [Create new party] and proceed to next step.
Finds an exact match	• Click on name and verify information in the pop-up window. *Note: Name and address must match exactly to what is listed on the petition for the debtor.* • If the information matches exactly click [Select name from list]. • Proceed to next step.

STEP	ACTION
6	

If you selected...	Then...
Create a new party in the previous step	➢ Type in the debtors information exactly how it appears on the petition (see table below). ➢ Click [Submit] when complete. *Note*: *You may see a pop-up window that displays "Warning: The First name is blank", click [OK].* *Note*: *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].*
Select name from list in the previous step	➢ Do not change any information (see the "optional" section on table below). *Note*: *If there is any difference between the debtor information on the petition and what is in the CM/ECF system, you must create a new party. Click the browser back button and select [Create new party].* ➢ Click [Submit] when complete.

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	Leave blank
Tax ID/EIN	Already populated from initial search. 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.
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., *a Michigan Company*)
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	Verify the divisional office and click [Next]. *Note: If the wrong county/divisional office is listed, click the back arrow on your browser to correct the county on the previous screen.*
8	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.

Prior filing within last 8 years	Leave at Default
Fee Status	*Non-Individuals can only select **"Paid."** Other options are not allowed for Non-Individuals.*
Nature of debt	Select *Business.*
Asset Notice	Leave at Default "No"
Estimated number of creditors	Select from drop down.
Estimated assets	Select from drop down.
Estimated liabilities	Select from drop down.
Type of debtor	Make appropriate selection. *Note: If you select Corporation, Partnership or Other a special categories section displays. If applicable, check the appropriate box and/or enter the NAICS code.*
Nature of business	If applicable, select an option. If you select "Business" as the nature of debt, you must select a "Nature of Business."
Special categories	If applicable, make appropriate selection. *Note: This section displays if you selected Corporation, Partnership or Other for the type of debtor.*
NAICS code *(North American Industry Classification System)*	If applicable, enter code or search for code and make appropriate selection form the drop down. *Note: This section displays if you selected Corporation, Partnership or Other for the type of debtor.*

STEP	ACTION
9	Type the amounts in the applicable fields and click [Next]. Enter "0.00" in the fields for Schedule I, Schedule J, Current Monthly Income, and Total Nondischargeable Debt. These are not required for non-individuals. 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. *Note: The amounts for schedules A/B, D, and E/F are taken from the Summary of Assets and Liabilities for Non-Individuals form.*

STEP	ACTION
10	

If…	Then…
Deficiencies	➢ 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. ➢ Click [Next] and proceed to next step.
No Deficiencies	➢ Proceed to next step.

STEP	ACTION
11	The due date screen displays for deficiencies. If there were no deficiencies, this screen will not display.

If…	Then…
Deficiencies	➢ Click [Next] and proceed to next step.
No Deficiencies	➢ Proceed to next step.

STEP	ACTION
12	Associate the pdf and click [Next]. See separate instructions in the miscellaneous section. *Note*: *Please refer to the case opening tip sheet, as to what can be filed as one pdf.*
13	The full filing fee displays. Click [Next].
14	Modify docket text screen displays. If applicable, add text in the box provided and click [Next]. *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.*
15	Final text screen displays. Verify text and click [Next]. The bankruptcy case is officially filed once you click [Next]. *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.*

STEP	ACTION
16	Summary of current charges window displays.

IF…	THEN…
Pay Now	• Click [Pay Now], to type in your credit card information and make the payment. • Proceed to next step. ***Note***: *You have 48 hours to make your payments.*
Continue Filing	• Click [Continue Filing] if you want to continue filing other cases and make one payment for all charges. • Proceed to next step. ***Note***: *The summary of current charges window would display if there is a balance owed to the court.*

STEP	ACTION
17	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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Revision Log

Date	Comments	By
12/2/2015	Revised all step by steps, due to December 1, 2015 changes	KS