

Chapter 13 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	<p>Make the following selections; and click [Next].</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Case type</td> <td colspan="2">Defaults “bk” (hard coded)</td> </tr> <tr> <td>Date filed</td> <td colspan="2">Defaults to today’s date (hard coded)</td> </tr> <tr> <td>Chapter</td> <td colspan="2">Select “13” from the drop down.</td> </tr> <tr> <td>Joint Petition</td> <td colspan="2">“n” for single debtor, “y” for joint debtors.</td> </tr> <tr> <td rowspan="3" style="background-color: #cccccc;">Deficiencies</td> <td style="background-color: #cccccc;">If...</td> <td style="background-color: #cccccc;">Then...</td> </tr> <tr> <td>One or more of the items below are missing.</td> <td> <ul style="list-style-type: none"> ➤ Select “y” from drop down. ➤ Click [Next]. </td> </tr> <tr> <td>None of the items below are missing.</td> <td> <ul style="list-style-type: none"> ➤ Leave at “n” default. ➤ Click [Next]. </td> </tr> </table> <ul style="list-style-type: none"> • Certificate of Budget and Credit Counseling Course (Debtor) • Certificate of Budget and Credit Counseling Course (if applicable – Joint Debtor) • Chapter 13 Statement of Your Current Monthly Income Form 122C-1 • Chapter 13 Plan • Declaration About an Individual Debtor(s) Schedules • Schedule A/B • Schedule C (Debtor) • Schedule C (if applicable – Joint Debtor) • Schedule D • Schedule E/F • Schedule G • Schedule H • Schedule I • Schedule J • Schedule J2 (If applicable – Joint Debtor – Separate Household) • Statement of Attorney for Debtor(s) Pursuant to F.R.Bankr.P. 2016(b) • Statement of Financial Affairs for Individuals Filing for Bankruptcy • Summary of Your Assets and Liabilities and Certain Statistical Information • Tax ID <p>If paying filing fee in installments;</p> <ul style="list-style-type: none"> • Application for Individuals to Pay the Filing Fee in Installments 	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	If...	Then...	One or more of the items below are missing.	<ul style="list-style-type: none"> ➤ Select “y” from drop down. ➤ Click [Next]. 	None of the items below are missing.	<ul style="list-style-type: none"> ➤ Leave at “n” default. ➤ Click [Next].
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STEP	ACTION						
4	Type in the debtor's social security number (hyphens are not required) and click [Search].						
5	<table border="1"> <thead> <tr> <th data-bbox="323 306 651 394">IF PARTY SEARCH RESULTS...</th> <th data-bbox="651 306 1419 394">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 394 651 630"> <p>No exact match or No Person found</p> </td> <td data-bbox="651 394 1419 630"> <p>Click [Create new party] and proceed to next step.</p> <p><i>Note: If searching for the joint debtor in a joint filing and debtors live in the same household; make sure the box is checked for "Copy previous party's address."</i></p> </td> </tr> <tr> <td data-bbox="323 630 651 1102"> <p>Finds an exact match</p> </td> <td data-bbox="651 630 1419 1102"> <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]. <p><i>Note: If searching for the joint debtor in a joint filing and debtors live in the same household; make sure the box is checked for "Copy previous party's address."</i></p> <ul style="list-style-type: none"> Proceed to next step. </td> </tr> </tbody> </table>	IF PARTY SEARCH RESULTS...	THEN...	<p>No exact match or No Person found</p>	<p>Click [Create new party] and proceed to next step.</p> <p><i>Note: If searching for the joint debtor in a joint filing and debtors live in the same household; make sure the box is checked for "Copy previous party's address."</i></p>	<p>Finds an exact match</p>	<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]. <p><i>Note: If searching for the joint debtor in a joint filing and debtors live in the same household; make sure the box is checked for "Copy previous party's address."</i></p> <ul style="list-style-type: none"> Proceed to next step.
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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"> <tbody> <tr> <td data-bbox="323 926 768 978">Prior filing within last 8 years</td> <td data-bbox="768 926 1430 978">Leave at Default</td> </tr> <tr> <td data-bbox="323 978 768 1052">Fee Status</td> <td data-bbox="768 978 1430 1052"><i>An Individual filing under Chapter 13 can only select Paid or Installment.</i></td> </tr> <tr> <td data-bbox="323 1052 768 1104">Nature of debt</td> <td data-bbox="768 1052 1430 1104"><i>(Business or Consumer)</i></td> </tr> <tr> <td data-bbox="323 1104 768 1157">Asset Notice</td> <td data-bbox="768 1104 1430 1157">Leave at Default "Yes"</td> </tr> <tr> <td data-bbox="323 1157 768 1209">Estimated number of creditors</td> <td data-bbox="768 1157 1430 1209">Select from drop down.</td> </tr> <tr> <td data-bbox="323 1209 768 1262">Estimated assets</td> <td data-bbox="768 1209 1430 1262">Select from drop down.</td> </tr> <tr> <td data-bbox="323 1262 768 1314">Estimated liabilities</td> <td data-bbox="768 1262 1430 1314">Select from drop down.</td> </tr> <tr> <td data-bbox="323 1314 768 1367">Type of debtor</td> <td data-bbox="768 1314 1430 1367">Leave at "Individual" default.</td> </tr> <tr> <td data-bbox="323 1367 768 1430">Nature of business</td> <td data-bbox="768 1367 1430 1430">If applicable, make selection.</td> </tr> </tbody> </table>	Prior filing within last 8 years	Leave at Default	Fee Status	<i>An Individual filing under Chapter 13 can only select Paid or Installment.</i>	Nature of debt	<i>(Business or Consumer)</i>	Asset Notice	Leave at Default "Yes"	Estimated number of creditors	Select from drop down.	Estimated assets	Select from drop down.	Estimated liabilities	Select from drop down.	Type of debtor	Leave at "Individual" default.	Nature of business	If applicable, make selection.
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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, J, Current Monthly Income, and Total Nondischargeable Debt are taken from the summary of schedules form.</i></p>																		

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10	<table border="1" data-bbox="323 218 1398 600"> <thead> <tr> <th data-bbox="323 218 631 266">If...</th> <th data-bbox="631 218 1398 266">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 266 631 543">Deficiencies</td> <td data-bbox="631 266 1398 543"> <ul style="list-style-type: none"> ➤ 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. <i>Note: If all Schedules A-J are missing, do not check each individual box for each individual schedule; check the box for Schedules A-J.</i> ➤ Click [Next] and proceed to next step. </td> </tr> <tr> <td data-bbox="323 543 631 600">No Deficiencies</td> <td data-bbox="631 543 1398 600"> <ul style="list-style-type: none"> ➤ Proceed to next step. </td> </tr> </tbody> </table>	If...	Then...	Deficiencies	<ul style="list-style-type: none"> ➤ 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. <i>Note: If all Schedules A-J are missing, do not check each individual box for each individual schedule; check the box for Schedules A-J.</i> ➤ Click [Next] and proceed to next step. 	No Deficiencies	<ul style="list-style-type: none"> ➤ Proceed to next step.
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No Deficiencies	<ul style="list-style-type: none"> ➤ Proceed to next step. 						
11	<p>Type in the amounts for Schedule C, Schedule I (lines 2 and 6), and Schedule J (line 23c). 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: 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>The due date screen displays for deficiencies. If there were no deficiencies, this screen will not display.</p> <table border="1" data-bbox="323 1094 1398 1255"> <thead> <tr> <th data-bbox="323 1094 631 1142">If...</th> <th data-bbox="631 1094 1398 1142">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 1142 631 1199">Deficiencies</td> <td data-bbox="631 1142 1398 1199"> <ul style="list-style-type: none"> ➤ Click [Next] and proceed to next step. </td> </tr> <tr> <td data-bbox="323 1199 631 1255">No Deficiencies</td> <td data-bbox="631 1199 1398 1255"> <ul style="list-style-type: none"> ➤ Proceed to next step. </td> </tr> </tbody> </table>	If...	Then...	Deficiencies	<ul style="list-style-type: none"> ➤ Click [Next] and proceed to next step. 	No Deficiencies	<ul style="list-style-type: none"> ➤ Proceed to next step.
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No Deficiencies	<ul style="list-style-type: none"> ➤ Proceed to next step. 						
13	<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, as to what can be filed as one pdf.</i></p>						

STEP	ACTION						
14	<p data-bbox="321 184 1430 254">Is the debtor seeking a 30 day temporary waiver of the credit counseling requirement due to exigent circumstances?</p> <table border="1" data-bbox="321 296 1398 884"> <thead> <tr> <th data-bbox="321 296 488 348">If...</th> <th data-bbox="492 296 1398 348">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 352 488 741">Yes</td> <td data-bbox="492 352 1398 741"> <ul style="list-style-type: none"> <li data-bbox="508 363 889 394">➤ Select “Yes” and click [Next]. <li data-bbox="508 405 1357 531"><i>Note: If a joint filing, a drop down menu will appear asking which debtor is seeking the temporary waiver of the credit counseling certificate. Select first debtor (debtor), second debtor (joint debtor), or both debtors and click [Next].</i> <li data-bbox="508 541 911 573">➤ Due date displays, click [Next]. <li data-bbox="508 583 1385 688">➤ Message displays: “You Must File a Separate Motion for Approval of Exigent Circumstances and the Certificate of Exigent Circumstances re: Credit Counseling Waiver.” Click [Next] and proceed to next step. </td> </tr> <tr> <td data-bbox="321 745 488 884">No</td> <td data-bbox="492 745 1398 884"> <ul style="list-style-type: none"> <li data-bbox="508 756 881 787">➤ Select “No” and click [Next]. <li data-bbox="508 798 800 829">➤ Proceed to next step. </td> </tr> </tbody> </table>	If...	Then...	Yes	<ul style="list-style-type: none"> <li data-bbox="508 363 889 394">➤ Select “Yes” and click [Next]. <li data-bbox="508 405 1357 531"><i>Note: If a joint filing, a drop down menu will appear asking which debtor is seeking the temporary waiver of the credit counseling certificate. Select first debtor (debtor), second debtor (joint debtor), or both debtors and click [Next].</i> <li data-bbox="508 541 911 573">➤ Due date displays, click [Next]. <li data-bbox="508 583 1385 688">➤ Message displays: “You Must File a Separate Motion for Approval of Exigent Circumstances and the Certificate of Exigent Circumstances re: Credit Counseling Waiver.” Click [Next] and proceed to next step. 	No	<ul style="list-style-type: none"> <li data-bbox="508 756 881 787">➤ Select “No” and click [Next]. <li data-bbox="508 798 800 829">➤ Proceed to next step.
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STEP	ACTION								
15	<p>The fee/receipt number screen displays.</p> <table border="1" data-bbox="323 260 1432 1205"> <thead> <tr> <th data-bbox="323 260 613 312">IF...</th> <th data-bbox="613 260 1432 312">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 312 613 480"> <p>Paid in Full</p> </td> <td data-bbox="613 312 1432 480"> <ul style="list-style-type: none"> • Full filing fee displays • Click [Next] • Proceed to next step </td> </tr> <tr> <td data-bbox="323 480 613 869"> <p>First Installment is greater than \$0.00</p> </td> <td data-bbox="613 480 1432 869"> <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="323 869 613 1205"> <p>First Installment is \$0.00</p> </td> <td data-bbox="613 869 1432 1205"> <ul style="list-style-type: none"> • Leave the fee amount at the "0.00" default • 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 in Full</p>	<ul style="list-style-type: none"> • Full filing fee displays • Click [Next] • Proceed to next step 	<p>First 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>First Installment is \$0.00</p>	<ul style="list-style-type: none"> • Leave the fee amount at the "0.00" default • 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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16	<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>								
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>								

STEP	ACTION	
18	IF...	THEN...
	Paid in Full <u>or</u> First Installment is greater than \$0.00	<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>
First Installment is \$0.00	Proceed to next step <p><i>Note: The summary of current charges window would display if there is a balance owed to the court.</i></p>	
19	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