

Chapter 7 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 “7” 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"> • Chapter 7 Statement of Your Current Monthly Income Form 122A-1 • Certificate of Budget and Credit Counseling Course (Debtor) • Certificate of Budget and Credit Counseling Course (if applicable – Joint Debtor) • 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><u>If paying filing fee in installments;</u></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 “7” 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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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="323 394 651 632"> <p>No exact match or No Person found</p> </td> <td data-bbox="651 394 1419 632"> <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="323 632 651 1100"> <p>Finds an exact match</p> </td> <td data-bbox="651 632 1419 1100"> <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" data-bbox="321 926 1430 1421"> <tbody> <tr> <td data-bbox="321 926 764 976">Prior filing within last 8 years</td> <td data-bbox="768 926 1430 976">Leave at Default</td> </tr> <tr> <td data-bbox="321 980 764 1031">Fee Status</td> <td data-bbox="768 980 1430 1031"><i>(Paid, Installment or IFP filing fee waived)</i></td> </tr> <tr> <td data-bbox="321 1035 764 1085">Nature of debt</td> <td data-bbox="768 1035 1430 1085"><i>(Business or Consumer)</i></td> </tr> <tr> <td data-bbox="321 1089 764 1140">Asset Notice</td> <td data-bbox="768 1089 1430 1140">Leave at Default "No"</td> </tr> <tr> <td data-bbox="321 1144 764 1194">Estimated number of creditors</td> <td data-bbox="768 1144 1430 1194">Select from drop down.</td> </tr> <tr> <td data-bbox="321 1199 764 1249">Estimated assets</td> <td data-bbox="768 1199 1430 1249">Select from drop down.</td> </tr> <tr> <td data-bbox="321 1253 764 1304">Estimated liabilities</td> <td data-bbox="768 1253 1430 1304">Select from drop down.</td> </tr> <tr> <td data-bbox="321 1308 764 1358">Type of debtor</td> <td data-bbox="768 1308 1430 1358">Leave at "Individual" default.</td> </tr> <tr> <td data-bbox="321 1362 764 1413">Nature of business</td> <td data-bbox="768 1362 1430 1413">If applicable, make selection.</td> </tr> </tbody> </table>	Prior filing within last 8 years	Leave at Default	Fee Status	<i>(Paid, Installment or IFP filing fee waived)</i>	Nature of debt	<i>(Business or Consumer)</i>	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	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 Your Assets and Liabilities and Certain Statistical Information form.</i></p>																		

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10	<table border="1" data-bbox="326 218 1398 600"> <thead> <tr> <th data-bbox="326 218 631 266">If...</th> <th data-bbox="631 218 1398 266">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 266 631 546">Deficiencies</td> <td data-bbox="631 266 1398 546"> <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="326 546 631 600">No Deficiencies</td> <td data-bbox="631 546 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), Schedule J (line 23c) and the amounts from form 122A-1, 122A-1Supp (if applicable), and/or 122A-2 (if applicable) 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><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="326 1129 1398 1293"> <thead> <tr> <th data-bbox="326 1129 631 1178">If...</th> <th data-bbox="631 1129 1398 1178">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 1178 631 1234">Deficiencies</td> <td data-bbox="631 1178 1398 1234"> <ul style="list-style-type: none"> ➤ Click [Next] and proceed to next step. </td> </tr> <tr> <td data-bbox="326 1234 631 1293">No Deficiencies</td> <td data-bbox="631 1234 1398 1293"> <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="326 296 1398 884"> <thead> <tr> <th data-bbox="326 296 488 348">If...</th> <th data-bbox="488 296 1398 348">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 348 488 741">Yes</td> <td data-bbox="488 348 1398 741"> <ul style="list-style-type: none"> <li data-bbox="509 363 889 394">➤ Select “Yes” and click [Next]. <li data-bbox="509 405 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="509 541 911 573">➤ Due date displays, click [Next]. <li data-bbox="509 583 1386 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="326 741 488 884">No</td> <td data-bbox="488 741 1398 884"> <ul style="list-style-type: none"> <li data-bbox="509 751 881 783">➤ Select “No” and click [Next]. <li data-bbox="509 793 802 825">➤ Proceed to next step. </td> </tr> </tbody> </table>	If...	Then...	Yes	<ul style="list-style-type: none"> <li data-bbox="509 363 889 394">➤ Select “Yes” and click [Next]. <li data-bbox="509 405 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="509 541 911 573">➤ Due date displays, click [Next]. <li data-bbox="509 583 1386 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="509 751 881 783">➤ Select “No” and click [Next]. <li data-bbox="509 793 802 825">➤ 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 1541"> <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> <tr> <td data-bbox="323 1205 613 1541"> <p>IFP Filing Fee Waived</p> </td> <td data-bbox="613 1205 1432 1541"> <ul style="list-style-type: none"> • Type "Waiver" in the receipt number box • Click [Next] • Proceed to next step <p><i>Note: 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...	<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>	<p>IFP Filing Fee Waived</p>	<ul style="list-style-type: none"> • Type "Waiver" in the receipt number box • Click [Next] • Proceed to next step <p><i>Note: 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>
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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>										

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 1430 554">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 554 696 970"> <p>Paid in Full <u>or</u> First Installment is greater than \$0.00</p> </td> <td data-bbox="696 554 1430 970"> <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="323 970 696 1171"> <p>Waived <u>or</u> First Installment is \$0.00</p> </td> <td data-bbox="696 970 1430 1171"> <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 in Full <u>or</u> First 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> First 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>
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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>						

Revision Log

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