

Slide 1 - Introduction

The slide features a blue background with a faint watermark of a scale of justice and the text "AO-OIT-SDSD TRAINING BRANCH". At the top, a grey header bar contains the title "Bankruptcy Case Open - Attorneys" in blue, followed by "CM/ECF BK v3.3" and a red information icon. A white callout box in the upper right corner contains the following text:

Production Information:
Produced by AO-OIT-SDSD-TB
Contact Information: AOTXmi_ELM@aob.uscourts.gov

Electronic Learning Module Version 1.0
Bankruptcy Case Opening - Attorneys
Date 03/24/2009

Bankruptcy CM/ECF Version 3.3

In the center of the slide, a white rounded rectangle contains the main title:

**CM/ECF
Bankruptcy Case Opening
Chapter 7**

Slide notes

Welcome to the CM/ECF Bankruptcy Case Opening Chapter 7 module.

Slide 2 - Navigation

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

Additional Information: Roll the mouse over the "i" located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

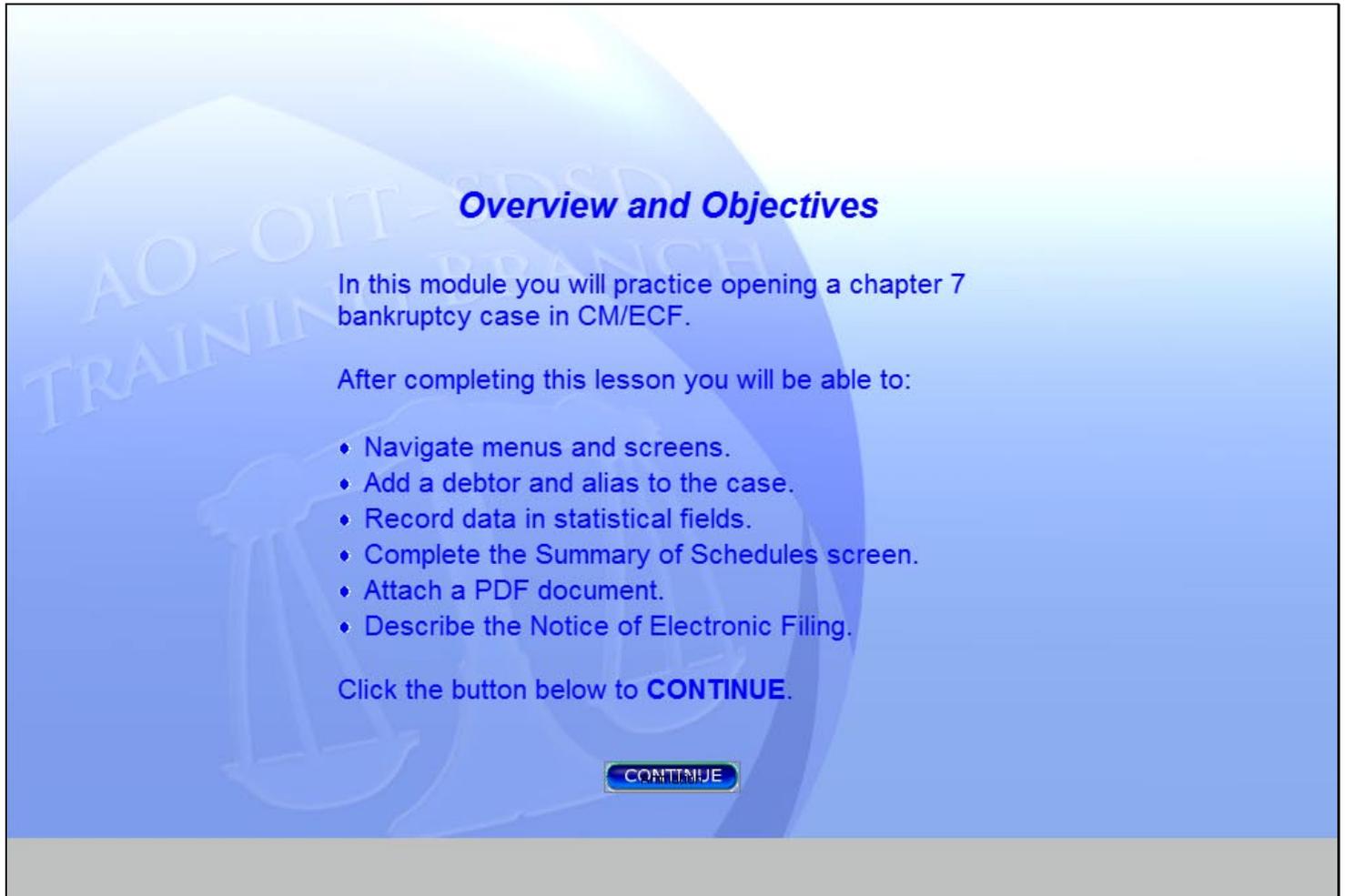
Exit the Lesson: To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit** from the menu.

Begin the Lesson: Click the **START** button when you are ready to begin.

**Slide notes**

Please take a moment to read these navigation instructions. When you are ready, click the START button.

Slide 3 - Objectives

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT-IPSD TRAINING BRANCH". The title "Overview and Objectives" is centered in a bold, blue font. Below the title, the text explains the module's purpose: practicing opening a chapter 7 bankruptcy case in CM/ECF. A list of six objectives follows, each preceded by a blue diamond bullet point. At the bottom, a blue button with the word "CONTINUE" in white text is centered.

Overview and Objectives

In this module you will practice opening a chapter 7 bankruptcy case in CM/ECF.

After completing this lesson you will be able to:

- Navigate menus and screens.
- Add a debtor and alias to the case.
- Record data in statistical fields.
- Complete the Summary of Schedules screen.
- Attach a PDF document.
- Describe the Notice of Electronic Filing.

Click the button below to **CONTINUE**.

CONTINUE

Slide notes

At the completion of this lesson you will be able to navigate the menus and screens within CM/ECF. You will add a debtor and an alias. Statistical data will be recorded. A Summary of Schedules will be completed. Next, a PDF document will be selected and uploaded to CM/ECF. Finally, you will be able to describe the Notice of Electronic Filing. Click the CONTINUE button.

Slide 4 - Login Screen

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.uscourts.gov/cgi-bin/login.pl?logout". The page title is "CM/ECF - U.S. Bankruptcy Court". The main heading is "CM/ECF Filer or PACER Login".

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:
Password:
Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Slide notes

This login screen serves two purposes. Your CM/ECF login information is supplied by your court and is used to electronically file with that court. Your PACER login information is obtained by registering with the PACER service center and is used for queries you make and certain reports you may ask for. You may be required to login to PACER while filing a document to see a PDF or to view a docket report. Watch as I login to CM/ECF as attorney George Walker.

Slide 5 - Slide 5

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/login.pl?logout

CM/ECF - U.S. Bankruptcy Court

CM/ECF Filer or PACER Login

Notice
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Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:

Password:

Client code:

Notice
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Slide notes

Transition slide.

Slide 6 - Slide 6

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar displays the URL "https://bkecf-live.aotx.uscourts.gov/cgi-bin/login.pl?logout". The page content includes a title "CM/ECF Filer or PACER Login", a notice about restricted access, instructions for viewing documents and case information, instructions for filing, an authentication form with fields for Login (containing "gwalker"), Password (masked with dots), and Client code, and a final notice about an access fee. The authentication form is highlighted with a yellow background.

CM/ECF - U.S. Bankruptcy Court

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:

Password:

Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Slide notes

Transition slide.

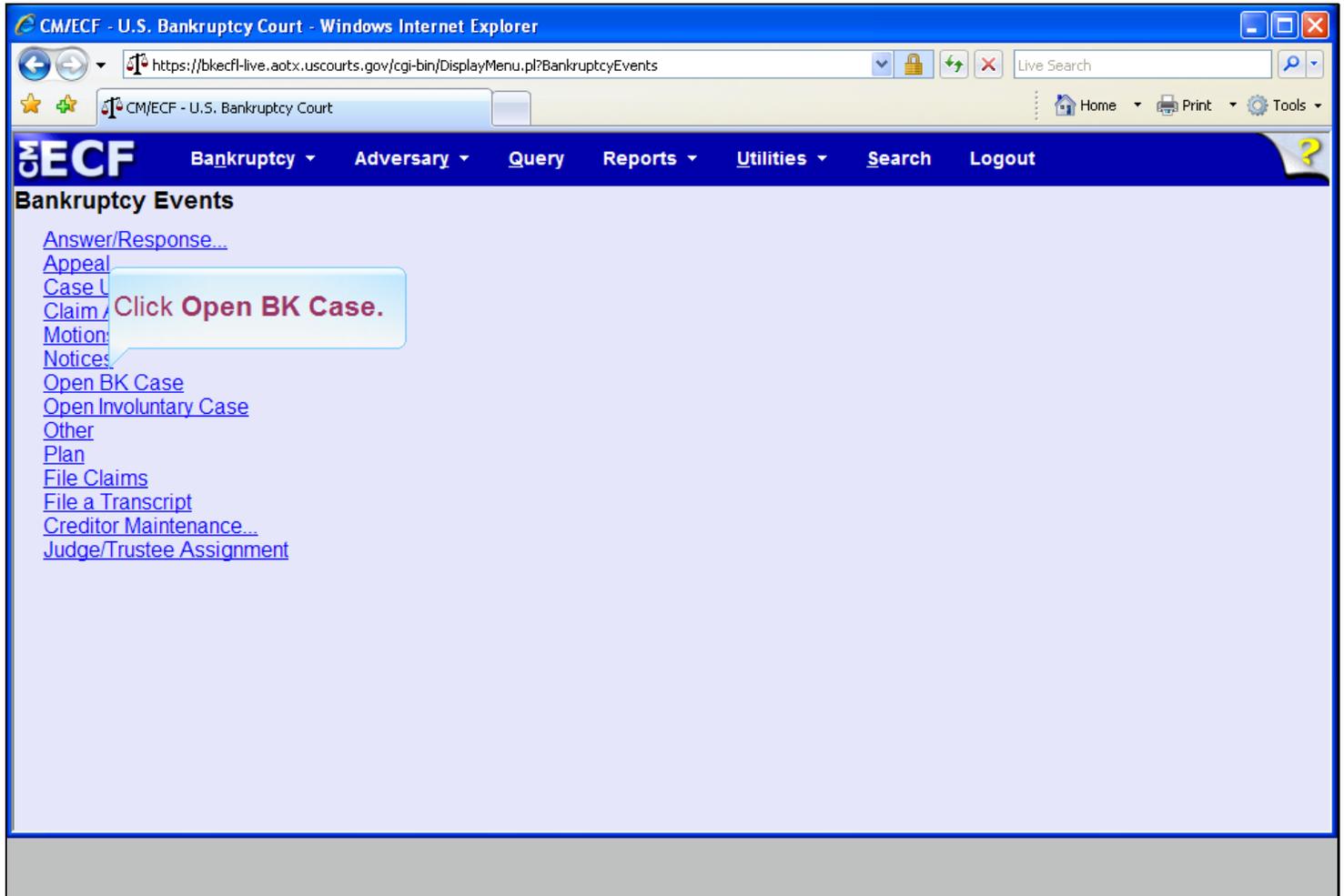
Slide 7 - CM/ECF Main Menu

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar displays "https://bkecf-live.aotx.uscourts.gov/cgi-bin/login.pl?logout". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The page features a blue header with the "CM/ECF" logo and a horizontal menu with the following items: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". A light blue callout box with a white border points to the "Bankruptcy" menu item, containing the text "Click the Bankruptcy menu selection." Below the menu is a large, faded circular seal of the U.S. Bankruptcy Court. The main content area is light blue and contains the following text: "U.S. Bankruptcy Court", "Live Database", and "Official Court Electronic Document Filing System". At the bottom of the page, it says "Release 3.2 RC6 Installed 4/11/08" and "This message is contained in the file OperationNotice.htm."

Slide notes

A successful login to CM/ECF displays the CM/ECF main menu screen. Menus for each category of action are displayed horizontally on a blue menu bar at the top of the screen. To open a bankruptcy case, click the Bankruptcy main menu selection.

Slide 8 - Slide 8



The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar displays the URL: <https://bkecf-live.aotx.uscourts.gov/cgi-bin/DisplayMenu.pl?BankruptcyEvents>. The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The page features a navigation menu with the following items: **Bankruptcy**, **Adversary**, **Query**, **Reports**, **Utilities**, **Search**, and **Logout**. The main content area is titled "Bankruptcy Events" and lists the following links: [Answer/Response...](#), [Appeal](#), [Case U](#), [Claim](#), [Motion](#), [Notices](#), [Open BK Case](#), [Open Involuntary Case](#), [Other](#), [Plan](#), [File Claims](#), [File a Transcript](#), [Creditor Maintenance...](#), and [Judge/Trustee Assignment](#). A callout box with a light blue background and a pointer to the "Open BK Case" link contains the text "Click Open BK Case." in red.

Slide notes

A list of Bankruptcy Event categories appears. Your court's menu categories may differ from what is shown here. To proceed with this lesson, click Open BK Case.

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CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?OpenBkCase

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Case type bk

Date filed 7/8/2008

Chapter [dropdown]

Joint Petition n [dropdown]

Deficiencies n [dropdown]

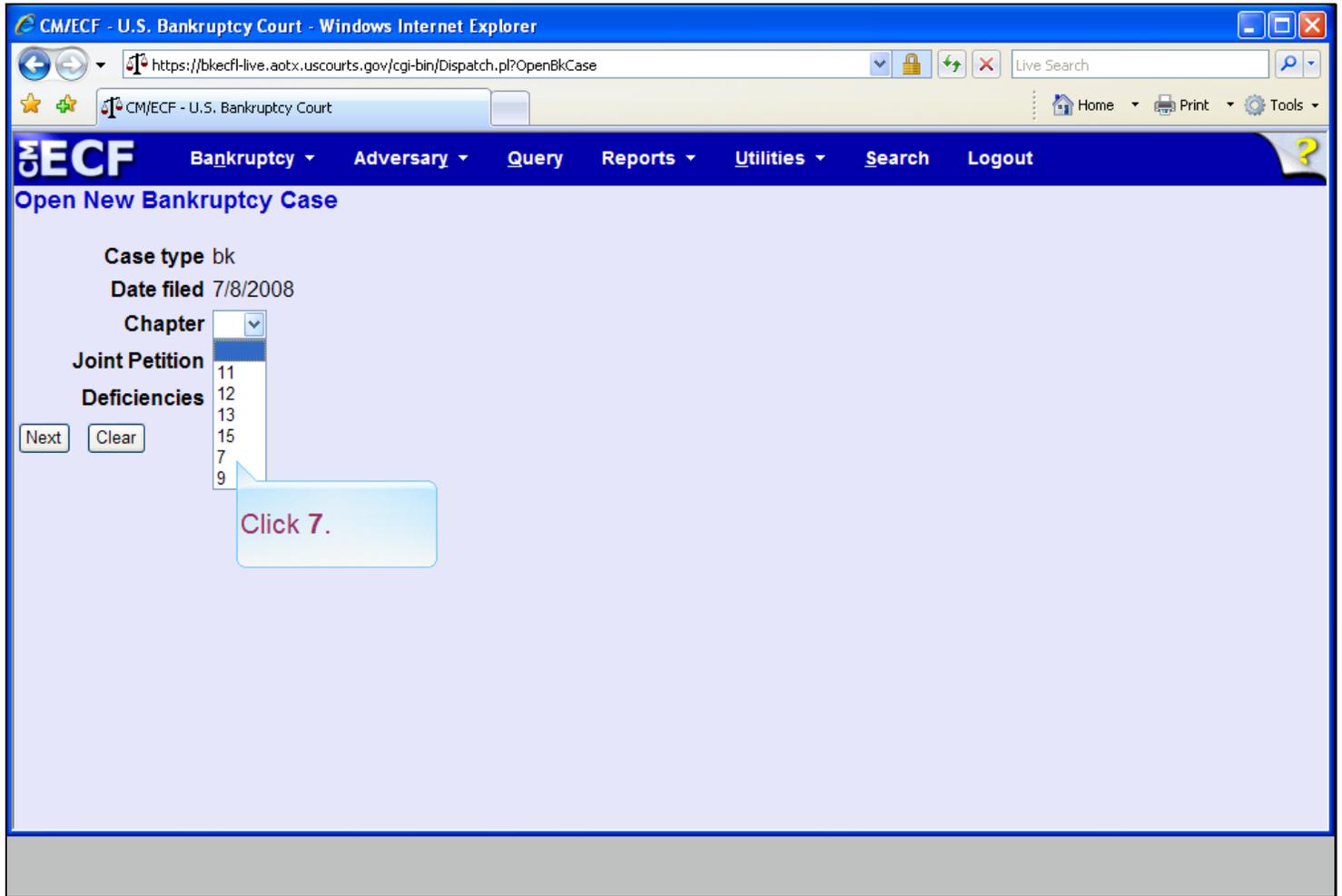
Next Clear

Click the Chapter drop-down arrow.

Slide notes

The initial screen in the process of opening a new bankruptcy case displays. The Case type field defaults to bk for bankruptcy and cannot be changed. The Date filed field will always display the current date. Click the Chapter selection drop-down arrow to select the appropriate chapter for this case.

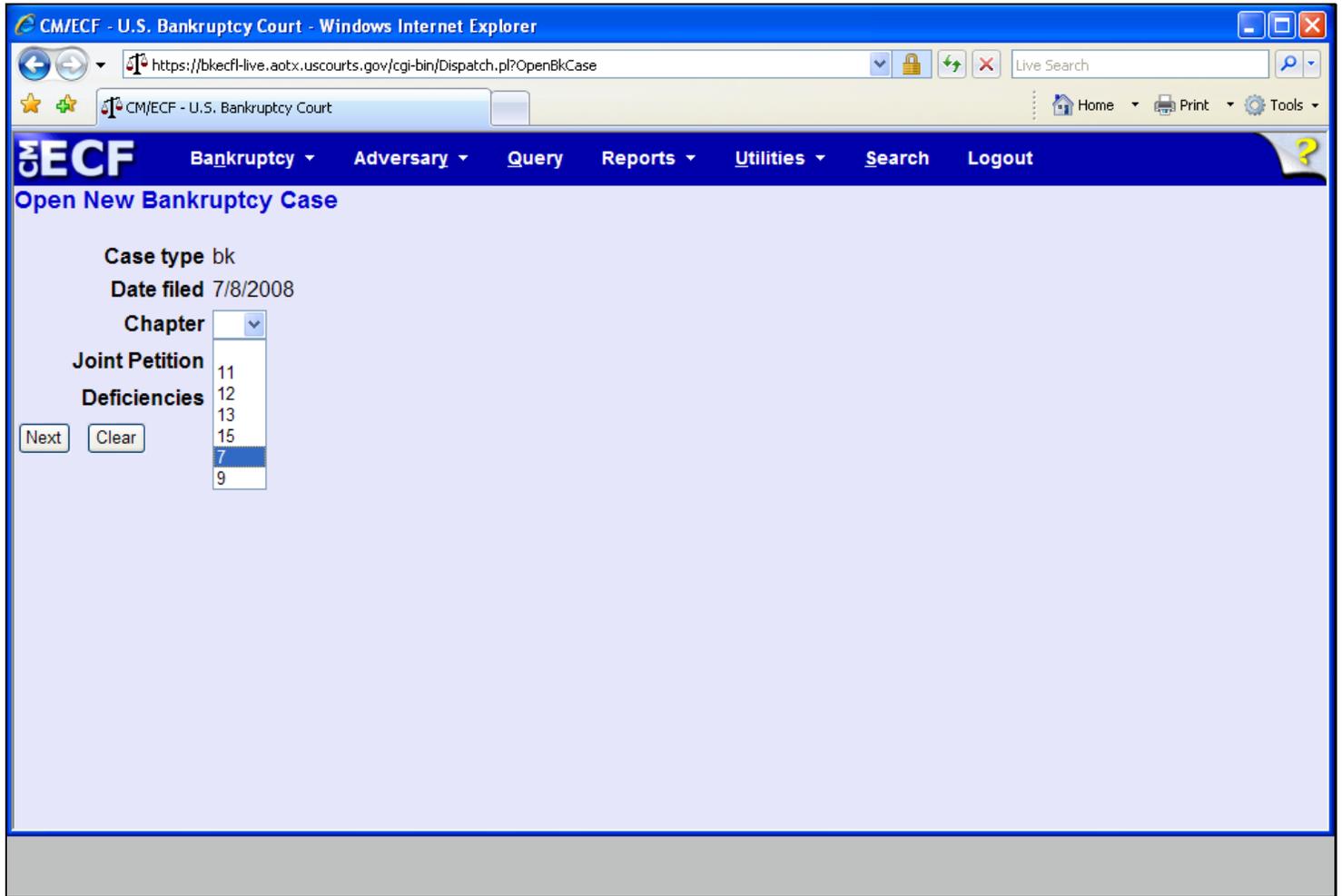
Slide 10 - Slide 10



Slide notes

For this lesson you will be filing a chapter 7 case. Click 7 on the list.

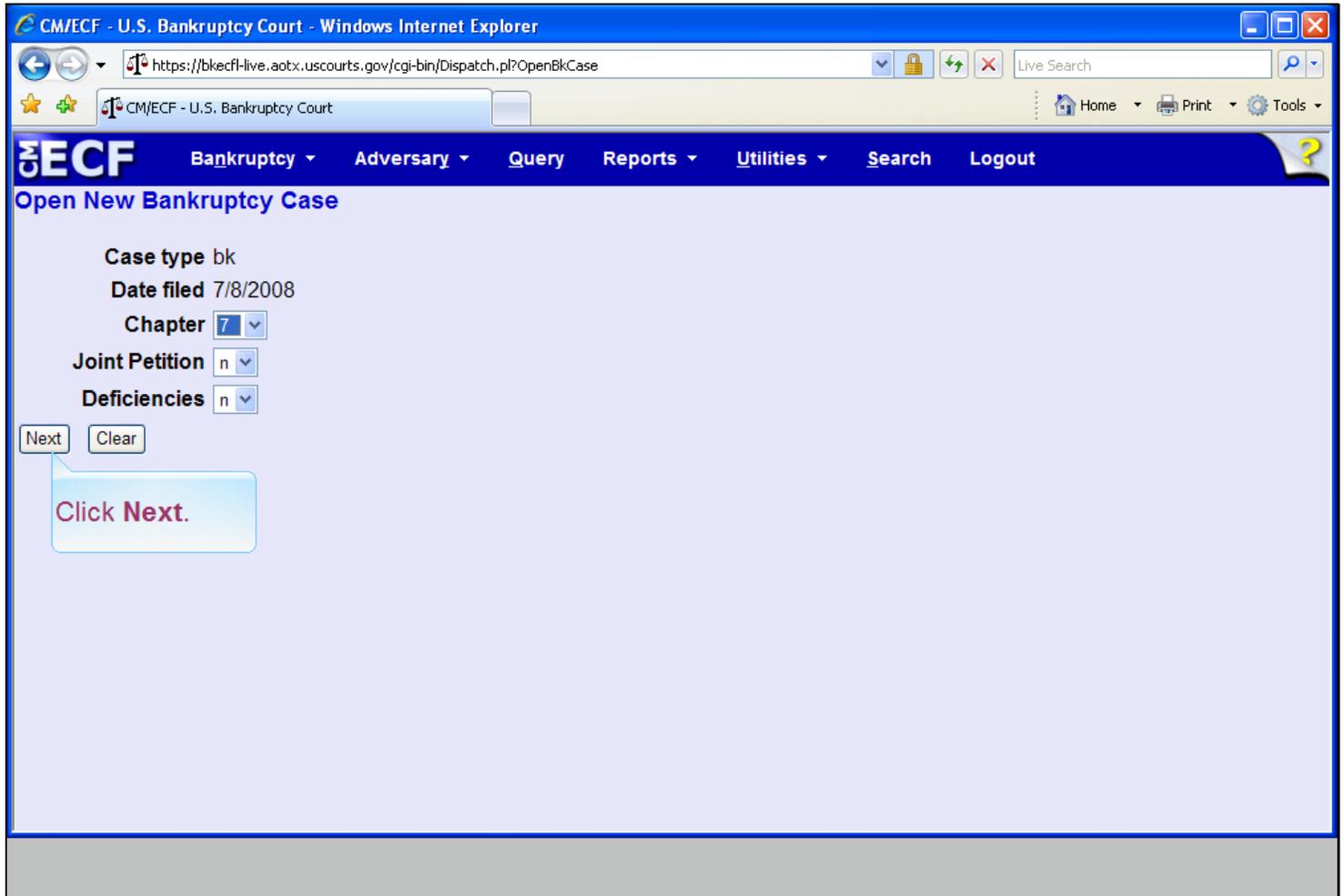
Slide 11 - Slide 11



Slide notes

(Note: This is a transition slide.)

Slide 12 - Slide 12



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?OpenBkCase

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Case type bk
Date filed 7/8/2008
Chapter 7
Joint Petition n
Deficiencies n

Next Clear

Click Next.

Slide notes

The Joint Petition field defaults to "n" for no. You must click the drop-down arrow and select "y" for yes in this field when filing a joint case. If there are any schedules or other required documents missing from the petition, change the Deficiencies box field to "y" by clicking the field's drop-down arrow and selecting it. For this lesson, we will leave the Joint Petition and Deficiencies box fields set to no. Click Next.

Slide 13 - Search for Debtor

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?469468345043448

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name Type 111-22-3456.

Middle Name

Search Clear

Click Search.

Slide notes

The next screen in the case opening process is used to search for an existing debtor record within the court's CM/ECF database. The search must be performed to prevent the entry of duplicate debtor records. You have the option to search by Social Security Number, Tax ID or Employer Identification number or Last/Business name. You may also enter a First Name and/or Middle Name to further narrow your search. A Social Security Number search is the most efficient. You must include the entry of hyphens for a successful search when searching using either the Social Security number or Tax ID. Type 111 hyphen 22 hyphen 3456 in the Social Security Number/ITIN field. Then, click Search.

Slide 14 - Slide 14

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?900152060082051

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

Click **Create new party**.

Slide notes

If there are no matches, CM/ECF displays a No Person Found message. If the party cannot be found by using a Social Security Number search, it is recommended that a search using the debtor name be performed. This search is not case sensitive. You may enter the last name or the first few characters of the last name to search. If the filer is a business the entire business name would be entered in the Last/Business name field. You can enter the first few characters or the first word of the business. For our example, we will continue by clicking the "Create new party" button.

Slide 15 - Slide 15

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL: https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?687678415732485-L_261_0-1. The page displays a "Debtor Information" form with the following fields and callout instructions:

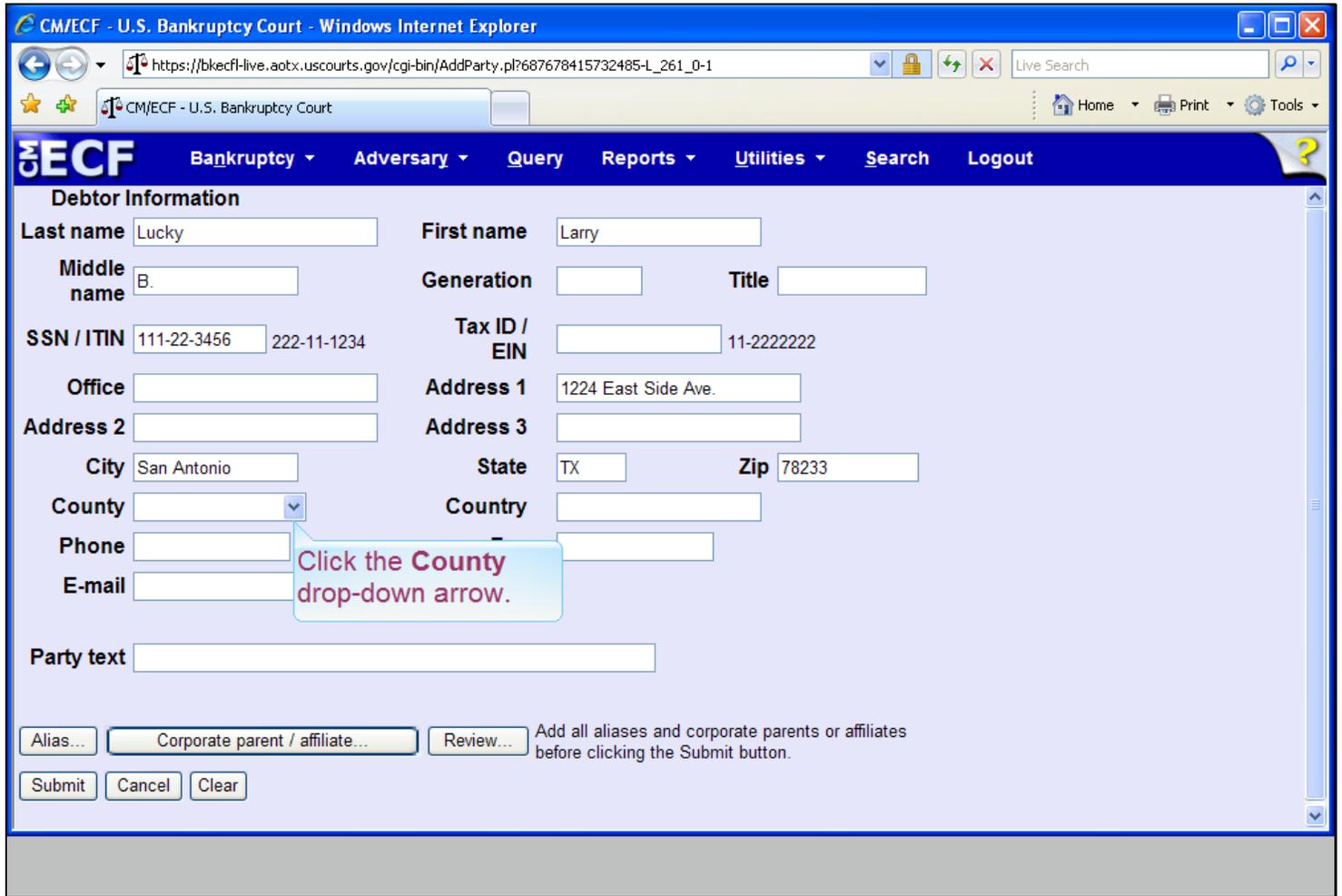
- Last name:** Callout: "Type a last name of **Lucky** and press **TAB**."
- Middle name:** Callout: "Notice that the SSN that we entered in our search has been automatically entered here."
- SSN / ITIN:** The field contains "111-22-3456" and "222-11-1234".
- Address 1:** Callout: "Type a first name of **Larry** and press **TAB**."
- Address 1 (continued):** Callout: "Type **1224 East Side Ave.** in the Address 1 field and press **TAB**."
- Address 2:** Callout: "Type **San Antonio** and press **TAB**."
- City:** Callout: "Type **TX** and press **TAB**."
- State:** Callout: "Type **78233** and press **TAB**."
- Zip:** Callout: "Type **78233** and press **TAB**."
- Country:** Callout: "Type **TX** and press **TAB**."
- Party text:** A text input field.

At the bottom of the form, there are buttons for "Alias...", "Corporate parent / affiliate...", and "Review...". A note states: "Add all aliases and corporate parents or affiliates before clicking the Submit button." Below these are "Submit", "Cancel", and "Clear" buttons.

Slide notes

This screen allows you to enter information about the debtor that will be used to create a party record in the CM/ECF database. Courts may require entries in some fields. The address that is entered will be used for noticing. If the person record being created is for a debtor, a selection must be made in the County field. Follow the prompts on the screen to enter the data for the debtor. After you fill out each field, press your TAB key to advance to the next field.

Slide 16 - Slide 16



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?687678415732485-L_261_0-1

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone

E-mail

Party text

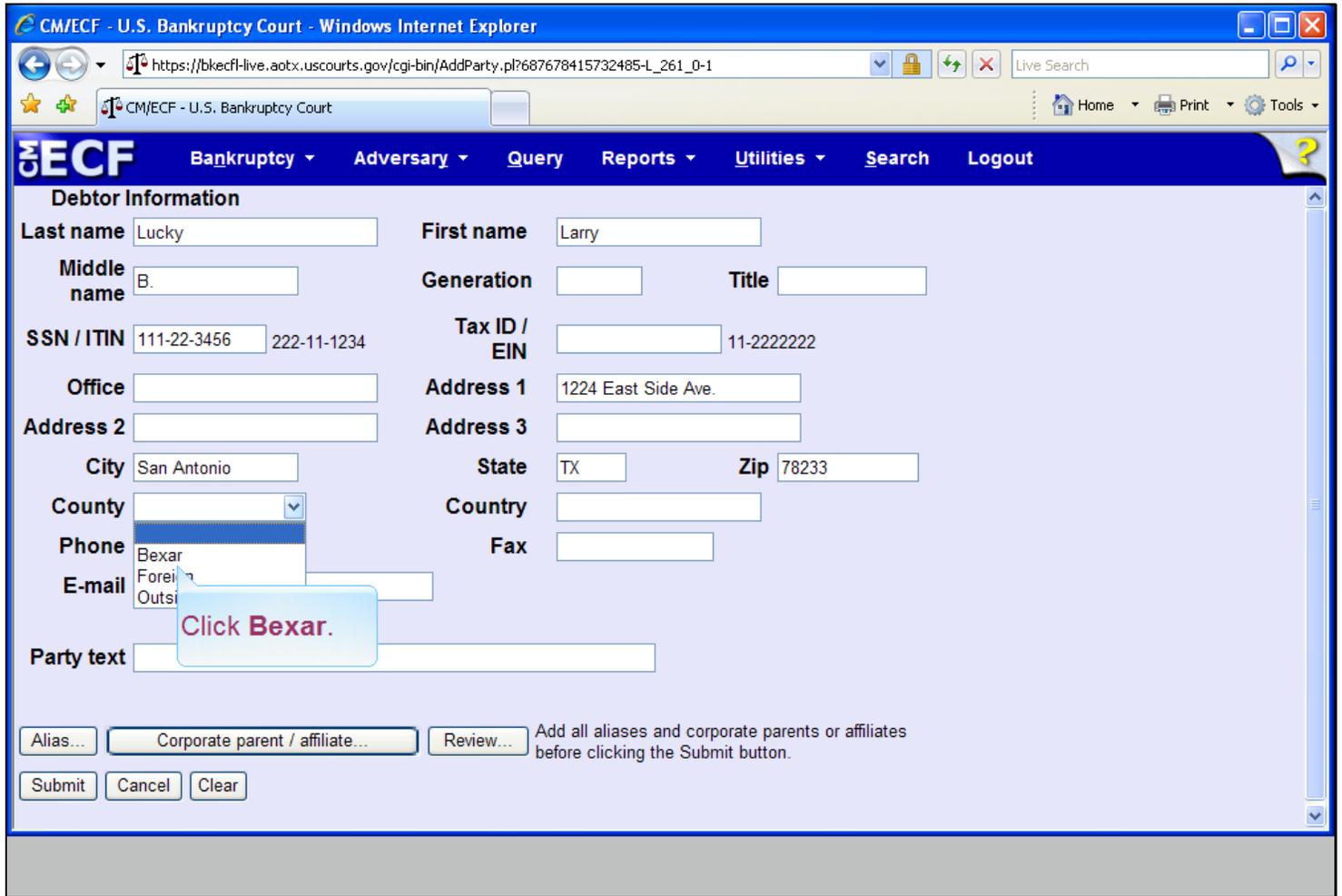
Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Slide notes

The County field, which contains the debtor's county of record, is a required field. Click the county drop-down arrow to display a list of counties.

Slide 17 - Slide 17



Debtor Information

Last name: Lucky First name: Larry

Middle name: B. Generation: Title:

SSN / ITIN: 111-22-3456 222-11-1234 Tax ID / EIN: 11-2222222

Office: Address 1: 1224 East Side Ave.

Address 2: Address 3:

City: San Antonio State: TX Zip: 78233

County: Country:

Phone: Fax:

E-mail:

Party text:

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Slide notes

Select Foreign for debtor addresses outside of the U.S. Select Outside of District if the debtor's address is outside this court's divisional boundary's. Click Bexar.

Slide 18 - Slide 18

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
 https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?687678415732485-L_261_0-1
 CM/ECF - U.S. Bankruptcy Court

Debtor Information

Last name: Lucky First name: Larry
 Middle name: B. Generation: Title:
 SSN / ITIN: 111-22-3456 222-11-1234 Tax ID / EIN: 11-2222222
 Office: Address 1: 1224 East Side Ave.
 Address 2: Address 3:
 City: San Antonio State: TX Zip: 78233
 County: Bexar Country:
 Phone: Bexar Fax:
 E-mail: Foreign
 Outside of District
 Party text:

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Slide notes

(Note: This is a transition slide.)

Slide 19 - Slide 19

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar shows the URL: https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?687678415732485-L_261_0-1. The page header includes "CM/ECF" and navigation links for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Debtor Information" and contains the following fields:

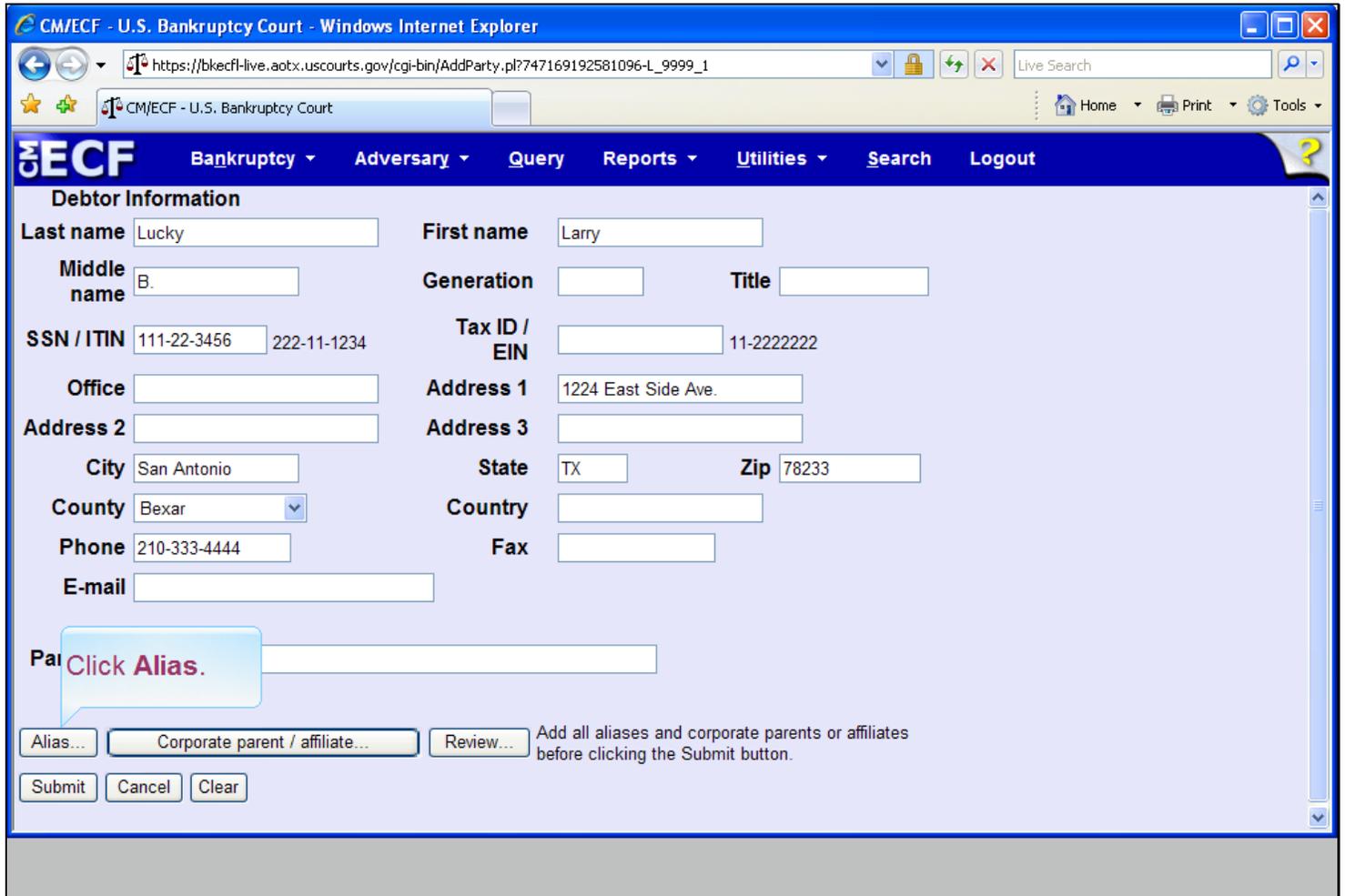
- Last name: Lucky
- First name: Larry
- Middle name: B.
- Generation: [empty]
- Title: [empty]
- SSN / ITIN: 111-22-3456, 222-11-1234
- Tax ID / EIN: [empty], 11-2222222
- Office: [empty]
- Address 1: 1224 East Side Ave.
- Address 2: [empty]
- Address 3: [empty]
- City: San Antonio
- State: TX
- Zip: 78233
- County: Bexar
- Country: [empty]
- Phone: [empty]
- Fax: [empty]
- E-mail: [empty]
- Party text: [empty]

A callout box with a blue border and white background is positioned over the "Party text" field. It contains the text: "Type 210-333-4444 and press the ENTER key." Below the callout box, there are buttons for "Alias...", "Corporate parent / affiliate...", and "Review...". To the right of these buttons is the text: "Add all aliases and corporate parents or affiliates before clicking the Submit button." At the bottom left, there are buttons for "Submit", "Cancel", and "Clear".

Slide notes

Type the phone number shown including the hyphens and then press the Enter key.

Slide 20 - Adding an Alias



Debtor Information

Last name: Lucky First name: Larry

Middle name: B. Generation: Title:

SSN / ITIN: 111-22-3456 222-11-1234 Tax ID / EIN: 11-2222222

Office: Address 1: 1224 East Side Ave.

Address 2: Address 3:

City: San Antonio State: TX Zip: 78233

County: Bexar Country:

Phone: 210-333-4444 Fax:

E-mail:

Pa **Click Alias.**

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Slide notes

If the debtor has or has had an alias, it must be entered into CM/ECF. Alias information appears on the First Meeting notices. To enter an alias for our example debtor Larry Lucky, click the Alias button.

Slide 21 - Slide 21

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?195222133764703-L_261_1-1

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

Slide notes

Up to 5 alias records may be entered on the Alias Information screen. Type Lucky in the Last/Business Name field and press the TAB key.

Slide 22 - Slide 22

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aoc.dcn/cgi-bin/AddParty.pl?125375937079816-L_953_1-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	Lucky				aka ▼
2					aka ▼
3					aka ▼
4					aka ▼
5					aka ▼

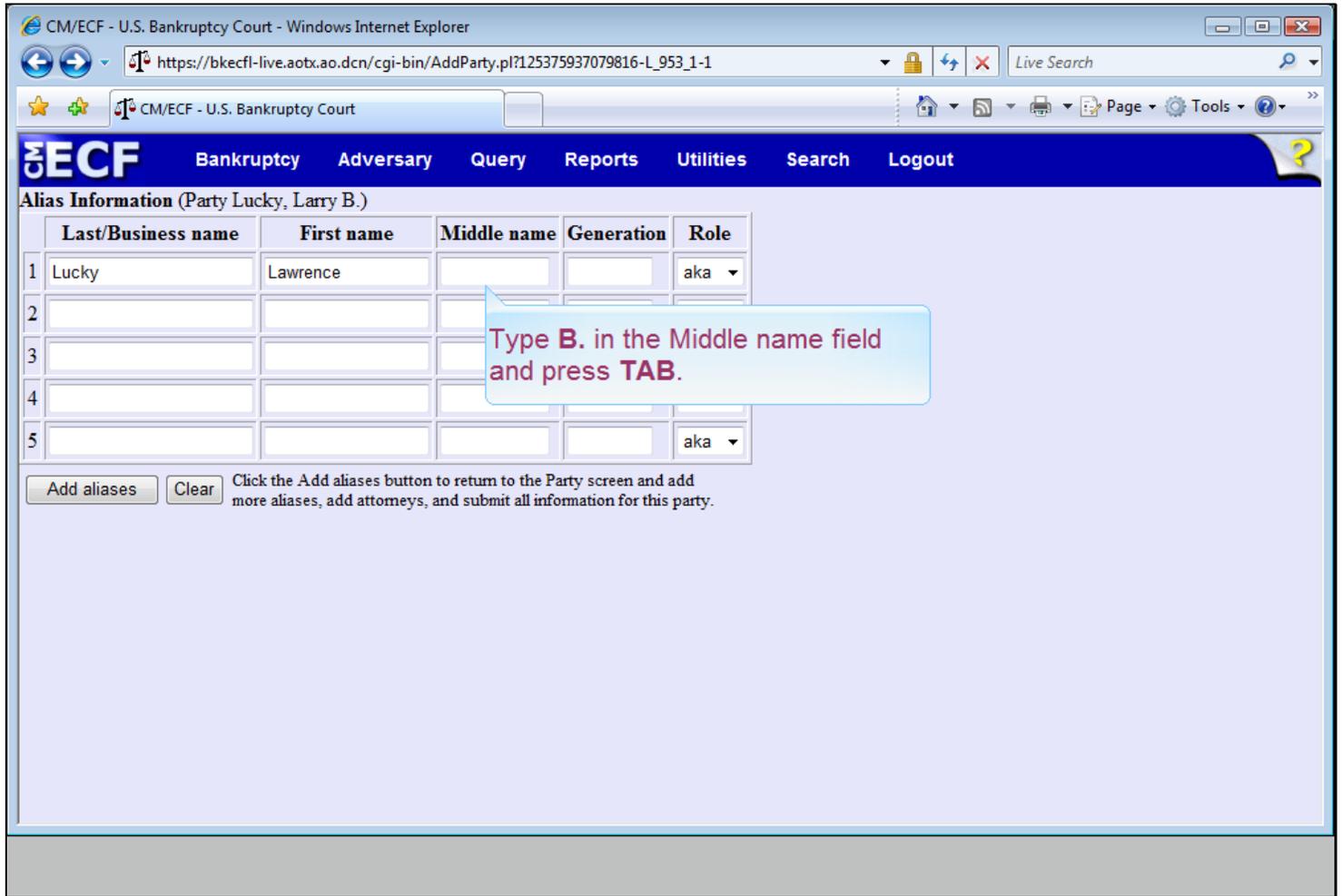
Add aliases Clear

Click the Add aliases button to return to the Party screen and add more aliases, add attorneys, and submit all information for this party.

Slide notes

Type Lawrence in the First name field and press the TAB key.

Slide 23 - Slide 23



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aoc.dcn/cgi-bin/AddParty.pl?125375937079816-L_953_1-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	Lucky	Lawrence			aka ▾
2					
3					
4					
5					aka ▾

Add aliases Clear

Click the Add aliases button to return to the Party screen and add more aliases, add attorneys, and submit all information for this party.

Slide notes

In the Middle Name field, type "B period" and press the TAB key.

Slide 24 - Slide 24

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aoc.dcn/cgi-bin/AddParty.pl?125375937079816-L_953_1-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	Lucky	Lawrence	B.		aka ▼
2					aka ▼
3					▼
4					▼
5					aka ▼

Click the Add aliases button to return to the Party screen and add more aliases, add attorneys, and submit all information for this party.

Press the **TAB** key.

Slide notes

The Generation field is used to enter generation suffixes like Junior, MD or the third. Our example has no generation suffix. Press the TAB key.

Slide 25 - Slide 25

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?195222133764703-L_261_1-1

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	Lucky	Lawrence	B.		aka
2					aka
3					aka
4					aka
5					aka

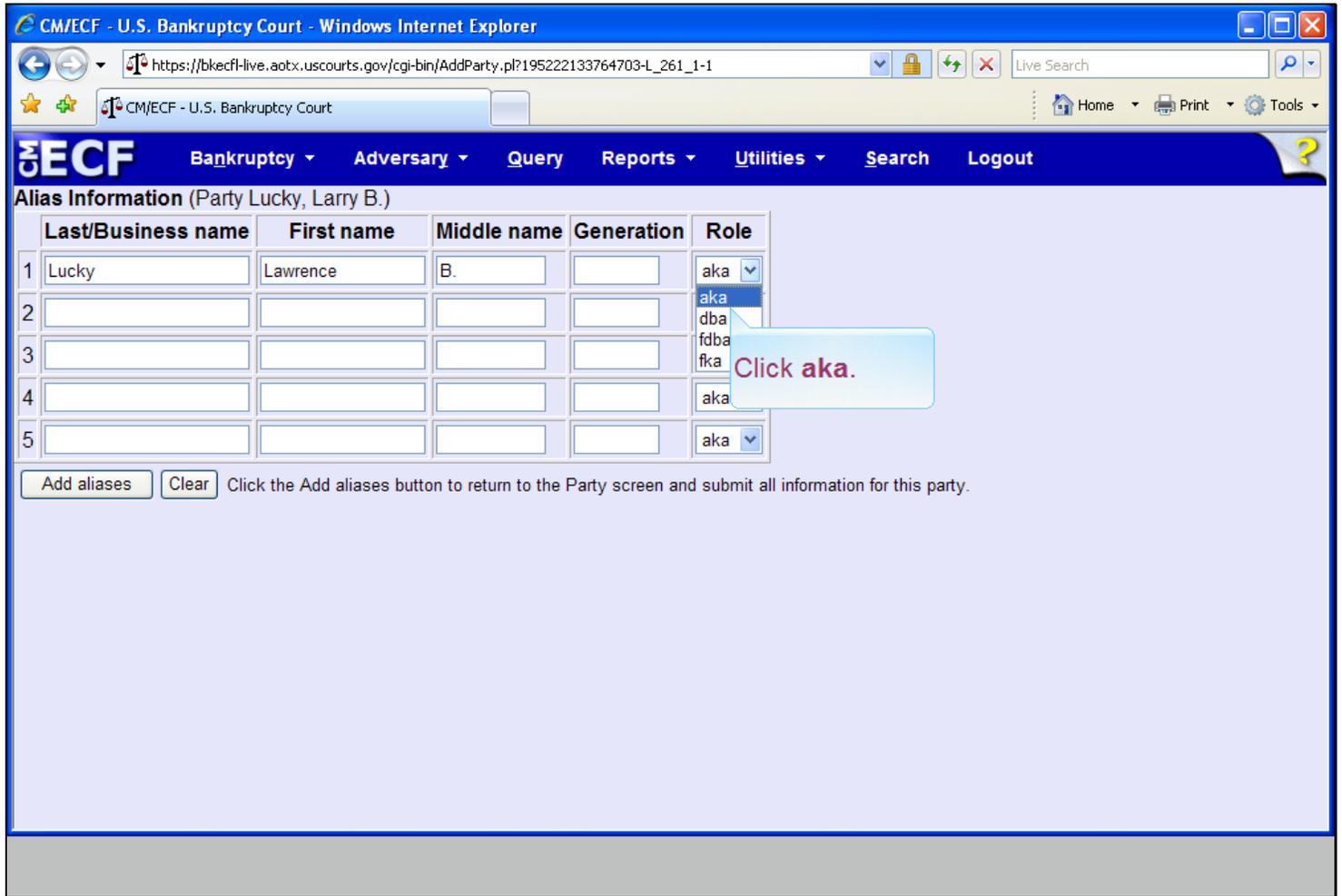
Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

Click the **Role** drop-down arrow.

Slide notes

Click the Role drop-down arrow.

Slide 26 - Slide 26



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?195222133764703-L_261_1-1

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	Lucky	Lawrence	B.		aka
2					aka
3					dba
4					fdba
5					fka

Click aka.

Add aliases Clear

Click the Add aliases button to return to the Party screen and submit all information for this party.

Slide notes

The four Role options include aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as). For our example, click aka.

Slide 27 - Slide 27

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?195222133764703-L_261_1-1

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lucky, Larry B.)

	Last/Business name	First name	Middle name	Generation	Role
1	Lucky	Lawrence	B.		aka
2					aka
3					aka
4					aka
5					aka

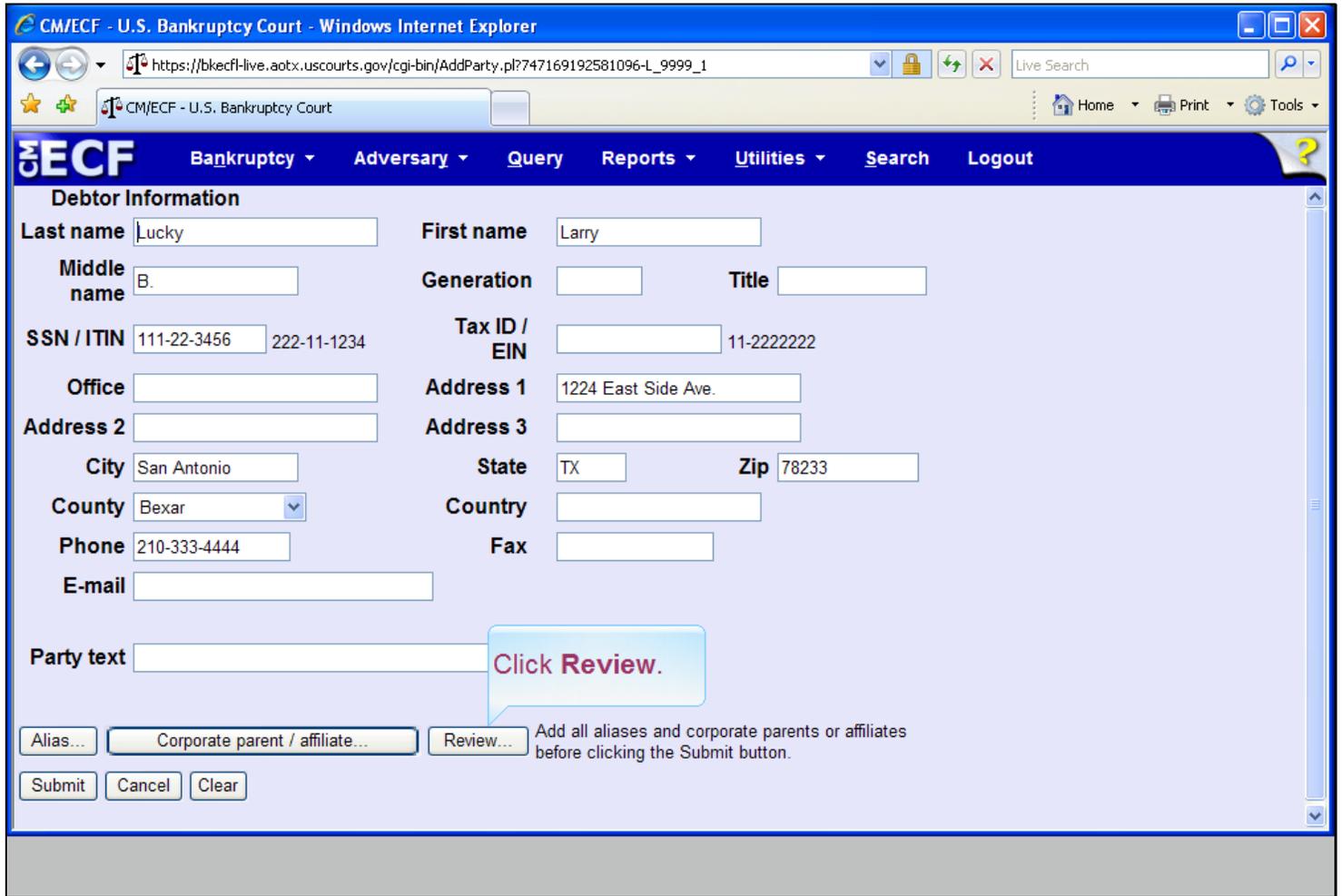
Click the Add aliases button to return to the Party screen and submit all information for this party.

Click **Add aliases**.

Slide notes

When the party has more than 5 aliases, clicking the Add Aliases button on this screen after entry of the first five causes a second Alias Information screen to display to allow the entry of additional aliases. This debtor has no more aliases. Click the Add aliases button to save this alias record and to return to the Party screen.

Slide 28 - Slide 28



Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office Address 1 Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text **Click Review.**

Alias... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Slide notes

Back on the Debtor Information screen, the Party text field can be used to add additional text to further identify a debtor. For example, "Executor of the Estate" or "a Texas Corporation" could be used in this field. This text will appear in italics next to the debtor name on the first page of the docket report. Your court will give you directions on Corporate parents or affiliates. The Review button allows you to insure that certain party types, if required, have been added to the case. Click Review.

Slide 29 - Slide 29

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aoc.dcn/cgi-bin/AddParty.pl?754093429963033-L_953_1-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Review attorneys, aliases, corporate parents or affiliates

Larry B. Lucky

Uncheck to remove from list

Attorneys added:

None added.

Aliases added:

Lucky, Lawrence B. (aka)

Corporate parents / affiliates added:

None added.

[Return to Party screen](#) [Clear](#)

Click **Return to Party screen**.

Slide notes

This screen allows you to review three entries. Attorneys added, aliases added, parents or affiliates added. Notice that the alias, Lawrence B. Lucky, appears here. Click "Return to Party screen."

Slide 30 - Slide 30

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.uscourts.gov/cgi-bin/AddParty.pl?747169192581096-L_9999_1
CM/ECF - U.S. Bankruptcy Court

Debtor Information

Last name First name
Middle name Generation Title
SSN / ITIN Tax ID / EIN
Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail
Party text

Click Submit.

Alias / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Slide notes

We are returned to the Debtor Information screen. For this lesson, we have finished entering debtor information. Click the Submit button.

Slide 31 - Slide 31



Slide notes

This screen informs you of the assignment of the case to the divisional office. The divisional office is determined by the county code or zip code entered for the debtor. Click Next.

Slide 32 - Statistical Information

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years:

Fee status:

Nature of debt:

Asset notice:

Estimated number of creditors:

Estimated assets:

Estimated liabilities:

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Click the **Fee status** drop-down arrow.

Slide notes

Data from the petition, which is used for statistical purposes, is entered on this screen. If your client has previously filed for bankruptcy within the last 8 years, you must click the "Prior filing within last 8 years" drop-down arrow to change the field from its default "no" to "yes." For our example, we will leave the field set to "no." Click the Fee Status drop-down arrow to view Fee status options.

Slide 33 - Slide 33

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: **Paid**

Asset notice: fee not paid, IFP filing

Estimated number of creditors: []

Estimated assets: []

Estimated liabilities: []

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Click Paid.

Next Clear

Slide notes

If the petition is accompanied by an application to pay filing fees in installments, choose Installment from the pick list. If the debtor is filing an application to proceed in forma pauperis (IFP) with the petition, select "IFP filing." Your court will determine the use of the "fee not paid" selection. For our example, our client has paid his fees. Click Paid.

Slide 34 - Slide 34

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
 https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377
 CM/ECF - U.S. Bankruptcy Court

Open New Bankruptcy Case

Prior filing within last 8 years no

Fee status Paid

Nature of debt Installment

Asset notice Paid
 fee not paid
 IFP filing fee waived

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Slide notes

(Note: This is a transition slide.)

Slide 35 - Slide 35

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Click the drop-down arrow.

Slide notes

A selection in the Nature of debt field is required. Click the "Nature of debt" drop-down arrow.

Slide 36 - Slide 36

The screenshot shows the CM/ECF U.S. Bankruptcy Court website in Internet Explorer. The page title is "Open New Bankruptcy Case". The form includes the following fields and options:

- Prior filing within last 8 years:** no
- Fee status:** Paid
- Nature of debt:** A dropdown menu is open, showing "business" and "consumer" options. A callout box points to "consumer" with the text "Click Consumer."
- Asset notice:** A dropdown menu is open, showing "business" and "consumer" options.
- Estimated number of creditors:** A text input field.
- Estimated assets:** A text input field.
- Estimated liabilities:** A text input field.

On the right side, there are two sections of radio button options:

- Type of debtor:**
 - Individual
 - Corporation (includes LLC & LLP)
 - Partnership
 - Other
- Nature of business:**
 - Health Care Business
 - Single Asset Real Estate
 - Railroad
 - Stockbroker
 - Commodity Broker
 - Clearing Bank
 - Other
 - Tax-Exempt Entity

At the bottom left, there are "Next" and "Clear" buttons.

Slide notes

The options in the "Nature of debt" field are business and consumer. When consumer is selected, the Type of debtor must remain Individual and no "Nature of business" selection is allowed. If the debtor has primarily business debts, a "Nature of Business" selection will be required. Later in this presentation, we'll discuss the impact of your selection in the "Nature of debt" field to the "Type of debtor" and "Nature of business" areas of this screen. For our example, click consumer.

Slide 37 - Slide 37

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years no

Fee status Paid

Nature of debt

Asset notice business
consumer

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Slide notes

(Note: This is a transition slide.)

Slide 38 - Slide 38

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Click the drop-down arrow.

Next Clear

Slide notes

The default entry in the "Asset notice" field is controlled by the chapter you entered on the initial case opening screen. Chapter 7 liquidation filings are considered No Asset and, thus, the "Asset notice" field reads "No." The default for the "Asset notice" field will be "yes" when opening a case using any other chapter. An entry in the "Estimated number of creditors" field is required. The field may not be left blank. Click the "Estimated number of creditors" drop-down arrow.

Slide 39 - Slide 39

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: [dropdown]

Estimated assets: [dropdown]

Estimated liabilities: [dropdown]

Click the 50 - 99 range.

Type of debtor:

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business:

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Slide notes

This list contains a numeric range of options for the estimated number of creditors similar to those found on the B1 Voluntary Petition Form. For our example, click the 50-99 creditor range.

Slide 40 - Slide 40

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar shows the URL: <https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377>. The page title is "CM/ECF - U.S. Bankruptcy Court".

The main content area is titled "Open New Bankruptcy Case". It contains several form fields and a list of radio buttons for "Type of debtor" and "Nature of business".

Form Fields:

- Prior filing within last 8 years:
- Fee status:
- Nature of debt:
- Asset notice:
- Estimated number of creditors:
- Estimated assets:
- Estimated liabilities:

Type of debtor:

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business:

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Buttons: "Next", "Clear"

Slide notes

(Note: This is a transition slide.)

Slide 41 - Slide 41

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years no

Fee status Paid

Nature of debt consumer

Asset notice No

Estimated number of creditors 50 - 99

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker

Next Clear

Click the drop-down arrow.

Slide notes

An entry in the Estimated Assets field is required. Click the Estimated assets drop-down arrow.

Slide 43 - Slide 43

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 50 - 99

Estimated assets: \$50,001 to \$100,000 (\$10,000 to \$100,000)

Estimated liabilities: \$0 to \$50,000 (\$0 to \$10,000), **\$50,001 to \$100,000 (\$10,000 to \$100,000)**, \$100,001 to \$500,000 (\$100,000 to \$1 million), \$500,001 to \$1 million (\$1 million to \$100 million), \$1,000,001 to \$10 million (More than \$100 million), \$10,000,001 to \$50 million, \$50,000,001 to \$100 million, \$100,000,001 to \$500 million, \$500,000,001 to \$1 billion, More than \$1 billion

Next Clear

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Slide notes

(Note: This is a transition slide.)

Slide 44 - Slide 44

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years no

Fee status Paid

Nature of debt consumer

Asset notice No

Estimated number of creditors 50 - 99

Estimated assets \$50,001 to \$100,000 (\$10,000 to \$100,000)

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank

Next Clear

Click the drop-down arrow.

Slide notes

An entry in the "Estimated liabilities" field is also required. Click the "Estimated liabilities" drop-down arrow.

Slide 45 - Slide 45

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years:

Fee status:

Nature of debt:

Asset notice:

Estimated number of creditors:

Estimated assets:

Estimated liabilities:

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Estimated liabilities dropdown options:

- \$0 to \$50,000
- \$50,001 to \$100,000 (\$50,000 to \$100,000)
- \$100,001 to \$500,000 (\$100,000 to \$1 million)**
- \$500,001 to \$1 million (\$1 million to \$100 million)
- \$1,000,001 to \$10 million (More than \$100 million)
- \$10,000,001 to \$50 million
- \$50,000,001 to \$100 million
- \$100,000,001 to \$500 million
- \$500,000,001 to \$1 billion
- More than \$1 billion

Callout box: Click the \$100,001 to \$500,000 range.

Slide notes

For our example, click the \$100,001 to \$500,000 range.

Slide 46 - Slide 46

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?116360504752377

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 50 - 99

Estimated assets: \$50,001 to \$100,000 (\$10,000 to \$100,000)

Estimated liabilities: \$100,001 to \$500,000 (\$100,000 to \$1 million)

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Click Next.

Slide notes

Under the "Type of debtor" heading, Individual is the default and is the appropriate selection if the "Nature of debt" is consumer. When the entry in the "Nature of debt" field is business, the "Type of debtor" selection should be Corporation, Partnership or Other and a selection under the "Nature of business" heading must be made. The "Tax-Exempt Entity" check box should be checked when the "Nature of business" selection made is also a tax exempt entity. For our example, the nature of debt field contains consumer and the appropriate radio button under "Type of debtor", Individual. Click Next.

Slide 47 - Summary of Schedules

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims	<input type="text"/>		
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>

Enter 100,000.00 and press TAB.

Slide notes

The Summary of Schedules screen appears. The top of the screen informs you that dollar amounts listed on Official Form B6 - Summary of Schedules are required to be entered on this screen. If any of this data is not available when the case is opened, you must docket a follow up event, Summary of Schedules. This follow up event will present this same screen allowing you to fill in any missing amounts. Enter the amount from Schedule A, then press TAB.

Slide 48 - Slide 48

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?971833991134897

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100,000.00		
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			

Enter 3,200.00 and press TAB.

Slide notes

Enter the amount from Schedule B, then press TAB.

Slide 49 - Slide 49

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			

Enter 120,240.98 and press TAB.

Slide notes

Enter the amount from Schedule D, then press TAB.

Slide 50 - Slide 50

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

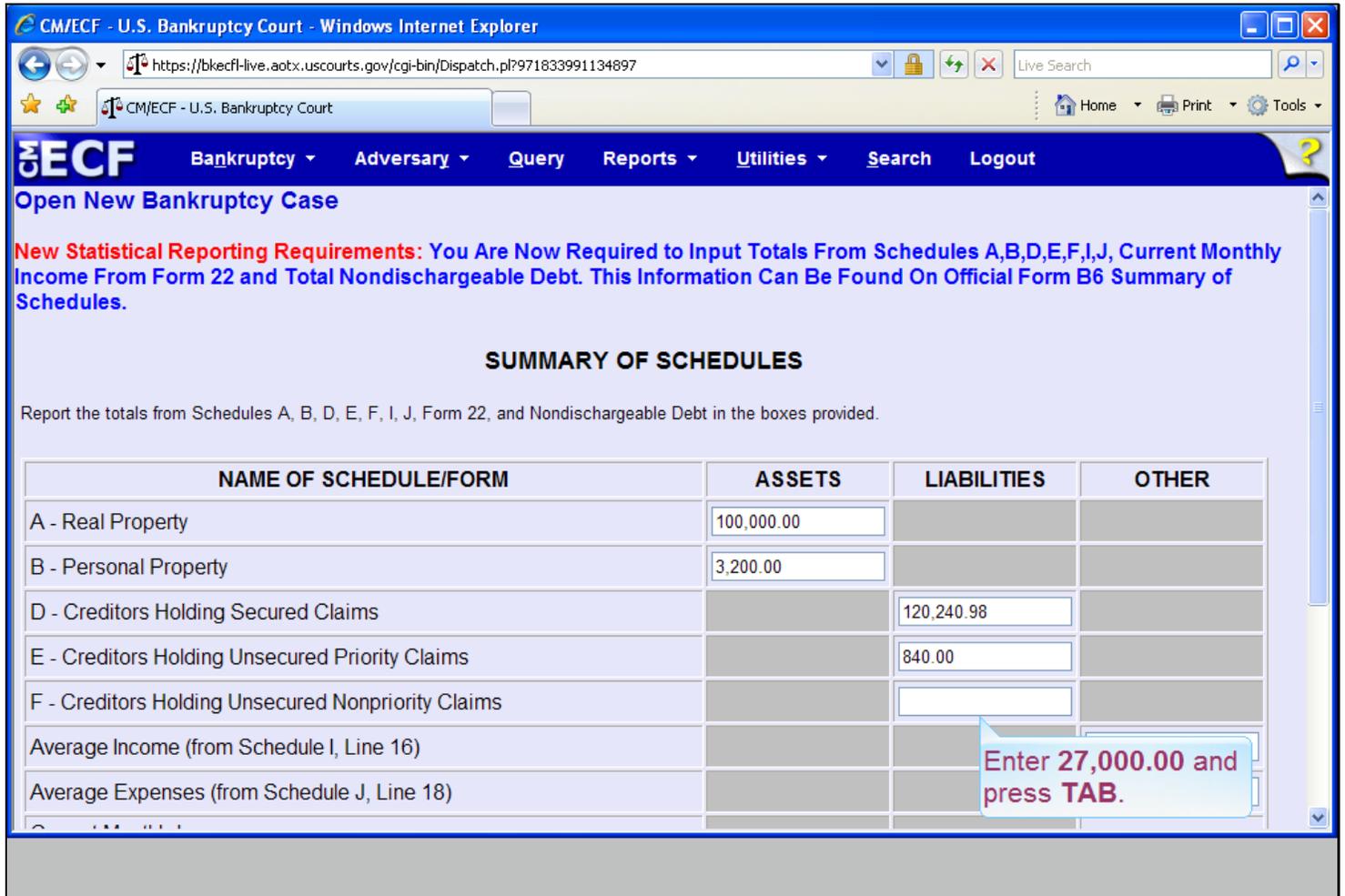
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120,240.98	
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			

Enter 840.00 and press TAB.

Slide notes

Enter the amount from Schedule E, then press TAB.

Slide 51 - Slide 51



CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120,240.98	
E - Creditors Holding Unsecured Priority Claims		840.00	
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			

Enter 27,000.00 and press TAB.

Slide notes

Enter the amount from Schedule F, then press TAB.

Slide 52 - Slide 52

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?971833991134897

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120240.98	
E - Creditors Holding Unsecured Priority Claims		840.00	
F - Creditors Holding Unsecured Nonpriority Claims		27000.00	
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			

Click the scroll arrow.

Slide notes

View the remainder of this screen to complete the required entries by clicking the scroll arrow.

Slide 53 - Slide 53

The screenshot shows a web browser window with the URL <https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?971833991134897>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120240.98	
E - Creditors Holding Unsecured Priority Claims		840.00	
F - Creditors Holding Unsecured Nonpriority Claims		27000.00	
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Buttons: Next, Clear

Callout box: Enter 4,200.00 and press TAB.

Slide notes

Enter the amount from Line 16 of Schedule I, then press TAB.

Slide 54 - Slide 54

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?971833991134897

CM/ECF - U.S. Bankruptcy Court

Bankruptcy Adversary Query Reports Utilities Search Logout

A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120240.98	
E - Creditors Holding Unsecured Priority Claims		840.00	
F - Creditors Holding Unsecured Nonpriority Claims		27000.00	
Average Income (from Schedule I, Line 16)			4,200.00
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Next Clear

Enter 5,400.00 and press TAB.

Slide notes

Enter the amount from Line 18 of Schedule J, then press TAB.

Slide 55 - Slide 55

The screenshot shows a web browser window with the URL <https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?971833991134897>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

A - Real Property	<input type="text" value="100,000.00"/>		
B - Personal Property	<input type="text" value="3,200.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="120240.98"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="840.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text" value="27000.00"/>	
Average Income (from Schedule I, Line 16)			<input type="text" value="4,200.00"/>
Average Expenses (from Schedule J, Line 18)			<input type="text" value="5,400.00"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			<input type="text"/>

At the bottom of the form are "Next" and "Clear" buttons. A callout box points to the "Current Monthly Income" field with the text: "Enter 5,700.00 and press TAB."

Slide notes

Enter the amount for Current Monthly Income from Form 22A, Statement of Current Monthly Income and Means Test Calculation, then press TAB.

Slide 56 - Slide 56

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?971833991134897

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120240.98	
E - Creditors Holding Unsecured Priority Claims		840.00	
F - Creditors Holding Unsecured Nonpriority Claims		27000.00	
Average Income (from Schedule I, Line 16)			4,200.00
Average Expenses (from Schedule J, Line 18)			5,400.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			5,700.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Enter 840.00 and press TAB.

Next Clear

Slide notes

The Type of Liability is also found on the Statistical Summary page of Form B6. Enter the total amount for Type of Liability and press TAB.

Slide 57 - Slide 57

A - Real Property	100,000.00		
B - Personal Property	3,200.00		
D - Creditors Holding Secured Claims		120,240.98	
E - Creditors Holding Unsecured Priority Claims		840.00	
F - Creditors Holding Unsecured Nonpriority Claims		27,000.00	
Average Income (from Schedule I, Line 16)			4,200.00
Average Expenses (from Schedule J, Line 18)			5,400.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			5,700.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		840.00	
Total Dischargeable Debt (Computed) No value entered in any value above for D, E, F, or not known.		147,240.98	

Next Clear

Slide notes

The Total Dischargeable Debt field is automatically calculated based on the figures you entered in the Liabilities column. This total will not be calculated if any of the fields in this column are not entered. All of these figures are needed for judicial statistical reporting. Click Next.

Slide 58 - US Trustee Statistics

The screenshot shows a web browser window with the URL <https://bkecf-live.aotx.aocdn/cgi-bin/Dispatch.pl?739231242228662>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout. The main heading is "Open New Bankruptcy Case".

Schedules

- Schedule C: Total value of claimed exemptions
- Schedule I line 1: Monthly gross wages, salary, and commission Debtor Spouse
- Schedule I line 5: Subtotal of payroll deductions Debtor Spouse
- Schedule J line 20c: Monthly net income

Form B22A

- Line 1A: Veteran's declaration
- Line 1B: Declaration of non-consumer debts
- Line 2: Marital/filing status
- Line 11: Subtotal of current monthly income Debtor Spouse
- Line 14B: Debtor's household size
- Line 14: Applicable median family income
- Line 18: Current monthly income
- Line 19A: National standards: food, clothing and other items

A callout box on the right side of the form says "Click the scroll arrow." pointing to the scroll bar on the right edge of the form area.

Slide notes

The next screen displayed in the bankruptcy case opening process is used to collect data used by the Office of the United States Trustee. This data can be collected at case opening for Chapters 7, 11, 12 and 13 and the screen will vary depending on the chapter filed. The screen shown displays for a Chapter 7 case which requires the most extensive collection of information from the Form B22A, Means Test Form. If the information is not available at case opening, it may be entered at a later date after docketing the appropriate event for its entry. The data is sent to the US Trustee through the US Trustee Daily Extraction program in CM/ECF. For our example, no data will be entered on this screen. It is however, important for you to review the type of data entered here. Take a look at the kinds of data required here, then click the scroll arrow to view more of the screen.

Slide 59 - Slide 59

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.aocdn/cgi-bin/Dispatch.pl?739231242228662". The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The page has a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is a form with the following sections:

- Line 19B: National standards: health care for household members under 65 years of age (Subtotal C1) [input field]
- Line 19B: National standards: health care for household members 65 years of age or older (Subtotal C2) [input field]
- Line 20A: Local standards: housing and utilities; non-mortgage expenses [input field]
- Line 20B: Local standards: housing and utilities; mortgage/rent expenses [input field]
- Line 22A: Local standards: transportation: vehicle operation/public transportation expense. Includes a dropdown for "Number of vehicles used" and an "Amount" input field.
- Line 22B: Local standards: transportation: additional public transportation expense [input field]
- Line 23: Local standards: transportation ownership/lease expense. Includes a dropdown for "Number of vehicles owned".
- Line 23c and 24c: Local standards: Net transportation ownership/lease expense. Includes input fields for "Vehicle 1" and "Vehicle 2".
- Line 33: Total expenses allowed under IRS standards [input field]
- Line 38: Education expenses for dependent children under 18 [input field]
- Line 39: Additional food and clothing expense [input field]
- Line 41: Total additional expense deductions [input field]
- Line 46: Total deductions for debt payment [input field]
- Line 47: Total of all deductions allowed [input field]

A blue callout box on the right side of the form contains the text: "Click the scroll arrow." A vertical scrollbar is visible on the right edge of the form area.

Slide notes

Take a moment to review these data fields. When you're ready to move to the bottom of the screen, click the scroll arrow.

Slide 60 - Slide 60

The screenshot shows a web browser window with the URL <https://bkecf-live.aotx.aocdn/cgi-bin/Dispatch.pl?739231242228662>. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The form content includes the following fields:

- Line 23: Local standards: transportation ownership/lease expense. Includes a dropdown for "Number of vehicles owned".
- Line 23c and 24c: Local standards: Net transportation ownership/lease expense. Includes input fields for "Vehicle 1" and "Vehicle 2".
- Line 33: Total expenses allowed under IRS standards. Input field.
- Line 38: Education expenses for dependent children under 18. Input field.
- Line 39: Additional food and clothing expense. Input field.
- Line 41: Total additional expense deductions. Input field.
- Line 46: Total deductions for debt payment. Input field.
- Line 47: Total of all deductions allowed. Input field.
- Line 50: Monthly disposable income. Input field.
- Line 51: 60-month disposable income. Input field.
- Line 52: Initial presumption determination. Dropdown menu.
- Line 53: Total non-priority unsecured debt. Input field.
- Line 54: Total amount. Input field.
- Line 55: Final presumption determination. Dropdown menu.

A callout box with the text "Click Next." points to the "Next" button. There is also a "Clear" button.

Slide notes

To continue case opening, click Next.

Slide 61 - Slide 61

The screenshot shows a Windows Internet Explorer browser window displaying a web application for the U.S. Bankruptcy Court. The address bar shows the URL: https://bkecfl-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?739231242228662. The page title is "CM/ECF - U.S. Bankruptcy Court". The application has a blue header with the "ECF" logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is a form for entering vehicle information. It includes a dropdown menu for "Number of vehicles owned" (set to "2") and a table with two columns: "Line" and "Vehicle". The table contains rows for "Line 23: Local standards: transportation ownership/lease expense", "Line 23c and 24c: Local standards: Net transportation ownership/lease expense", "Line 33: Total expenses allowed under IRS standards", "Line 38: Education expenses for dependent children under IRS standards", "Line 39: Additional food and clothing expense", "Line 41: Total additional expense deductions", "Line 46: Total deductions for debt payment", "Line 47: Total of all deductions allowed", "Line 50: Monthly disposable income", "Line 51: 60-month disposable income", "Line 52: Initial presumption determination", "Line 53: Total non-priority unsecured debt", "Line 54: Threshold debt payment amount", and "Line 55: Secondary presumption determination". At the bottom of the form are "Next" and "Clear" buttons. A warning dialog box is overlaid on the form, titled "Warning: you have not entered any data." with an "OK" button. A blue callout bubble points to the "OK" button with the text "Click OK."

Slide notes

Since, for our example, no data was entered on this screen, a warning message appears. Click the OK button to proceed.

Slide 62 - Slide 62

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?739231242228662". The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The page features a blue navigation bar with the ECF logo and menu items: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is a form with the following fields and labels:

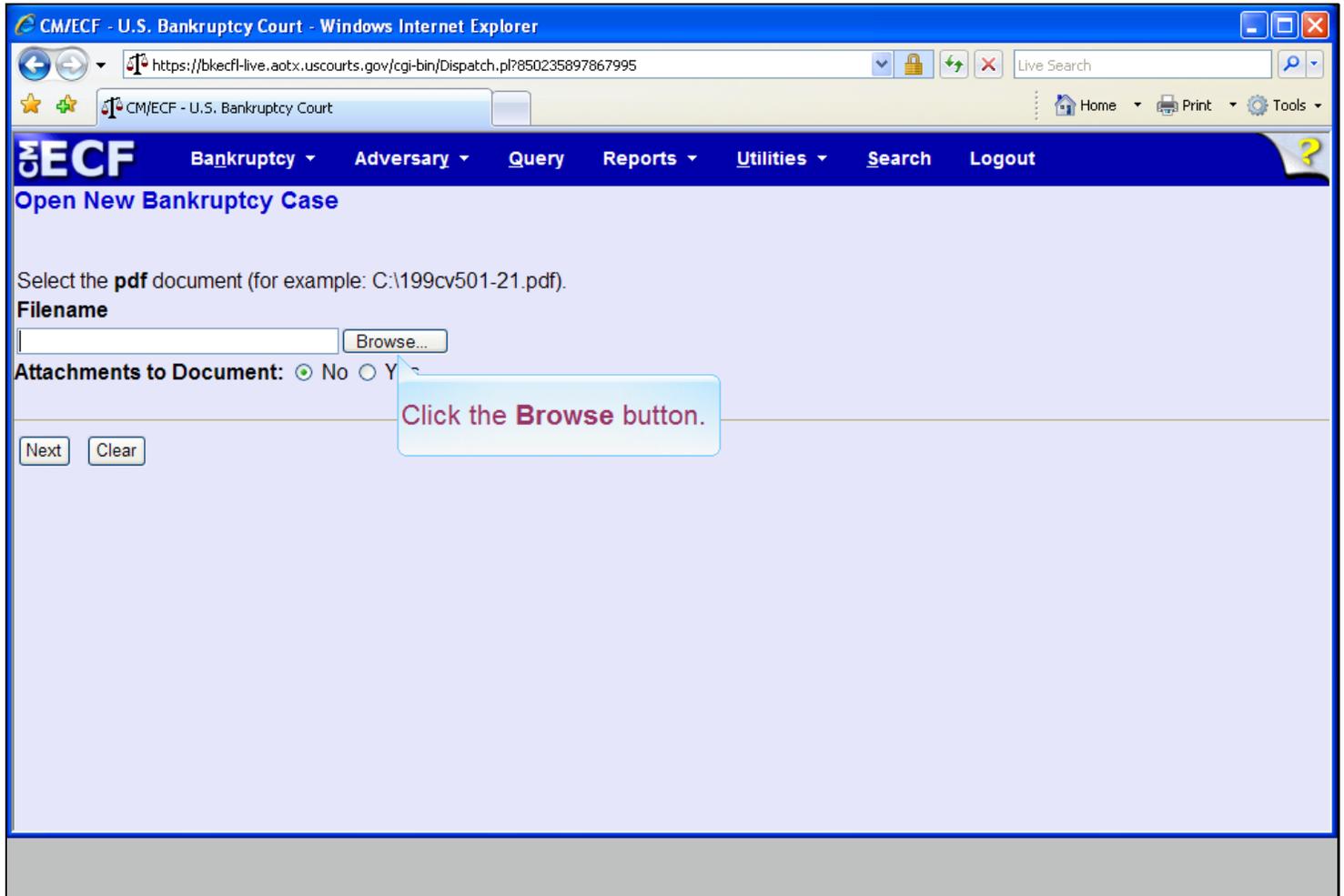
- Line 23: Local standards: transportation ownership/lease expense (with a dropdown menu for "Number of vehicles owned")
- Line 23c and 24c: Local standards: Net transportation ownership/lease expense (with input fields for "Vehicle 1" and "Vehicle 2")
- Line 33: Total expenses allowed under IRS standards
- Line 38: Education expenses for dependent children under 18
- Line 39: Additional food and clothing expense
- Line 41: Total additional expense deductions
- Line 46: Total deductions for debt payment
- Line 47: Total of all deductions allowed
- Line 50: Monthly disposable income
- Line 51: 60-month disposable income
- Line 52: Initial presumption determination (with a dropdown menu)
- Line 53: Total non-priority unsecured debt
- Line 54: Total secured debt amount (partially obscured)
- Line 55: Total debt determination (with a dropdown menu)

At the bottom left of the form, there are two buttons: "Next" and "Clear". A blue callout box with the text "Click Next." has an arrow pointing to the "Next" button.

Slide notes

To continue, click Next.

Slide 63 - PDF Upload



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?850235897867995

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

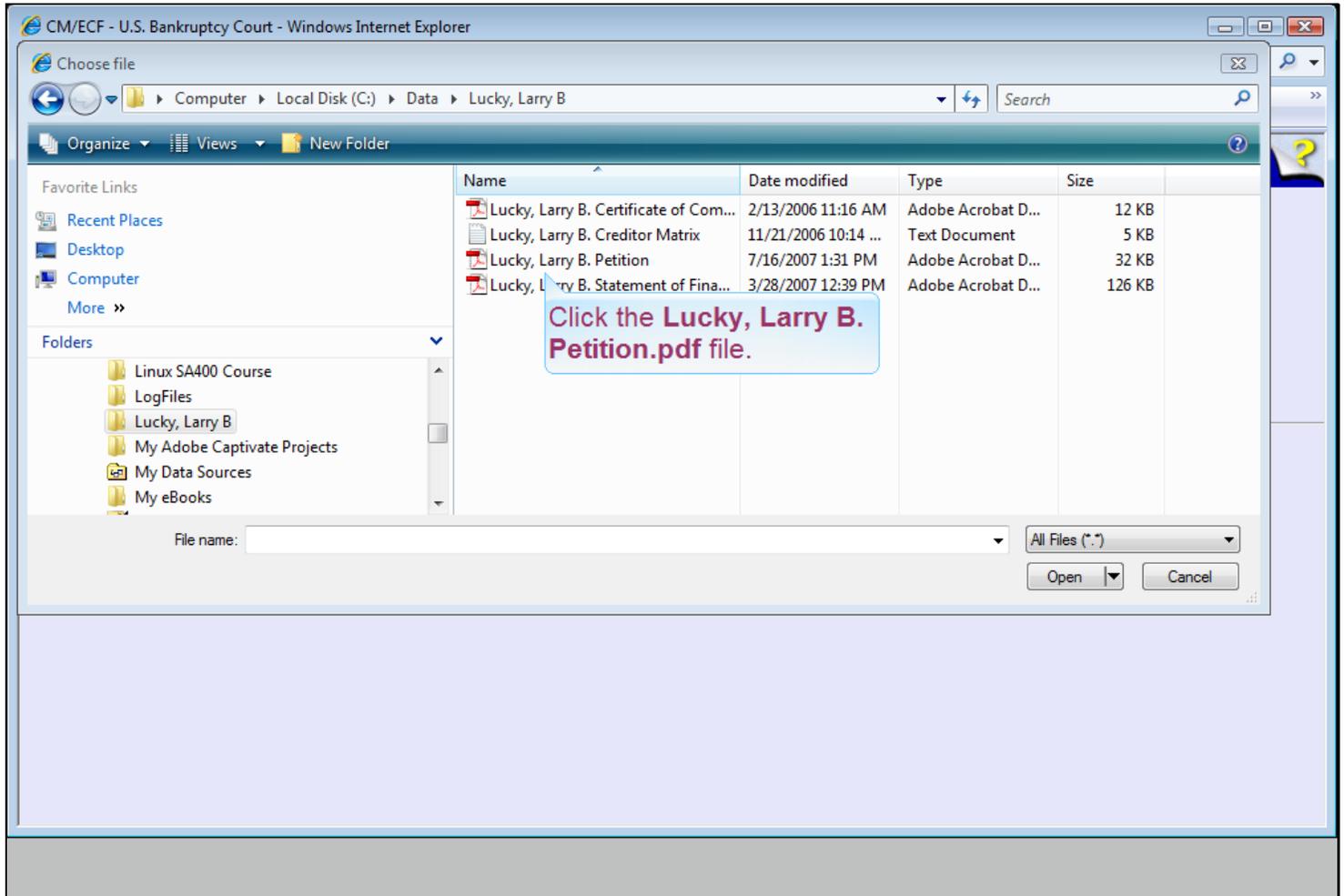
Attachments to Document: No Yes

Click the **Browse** button.

Slide notes

With the exception of the Creditor Matrix file, all documents uploaded to CM/ECF must be in PDF format. The voluntary petition document, in PDF format, must now be associated with this case. Click the Browse button to locate the file.

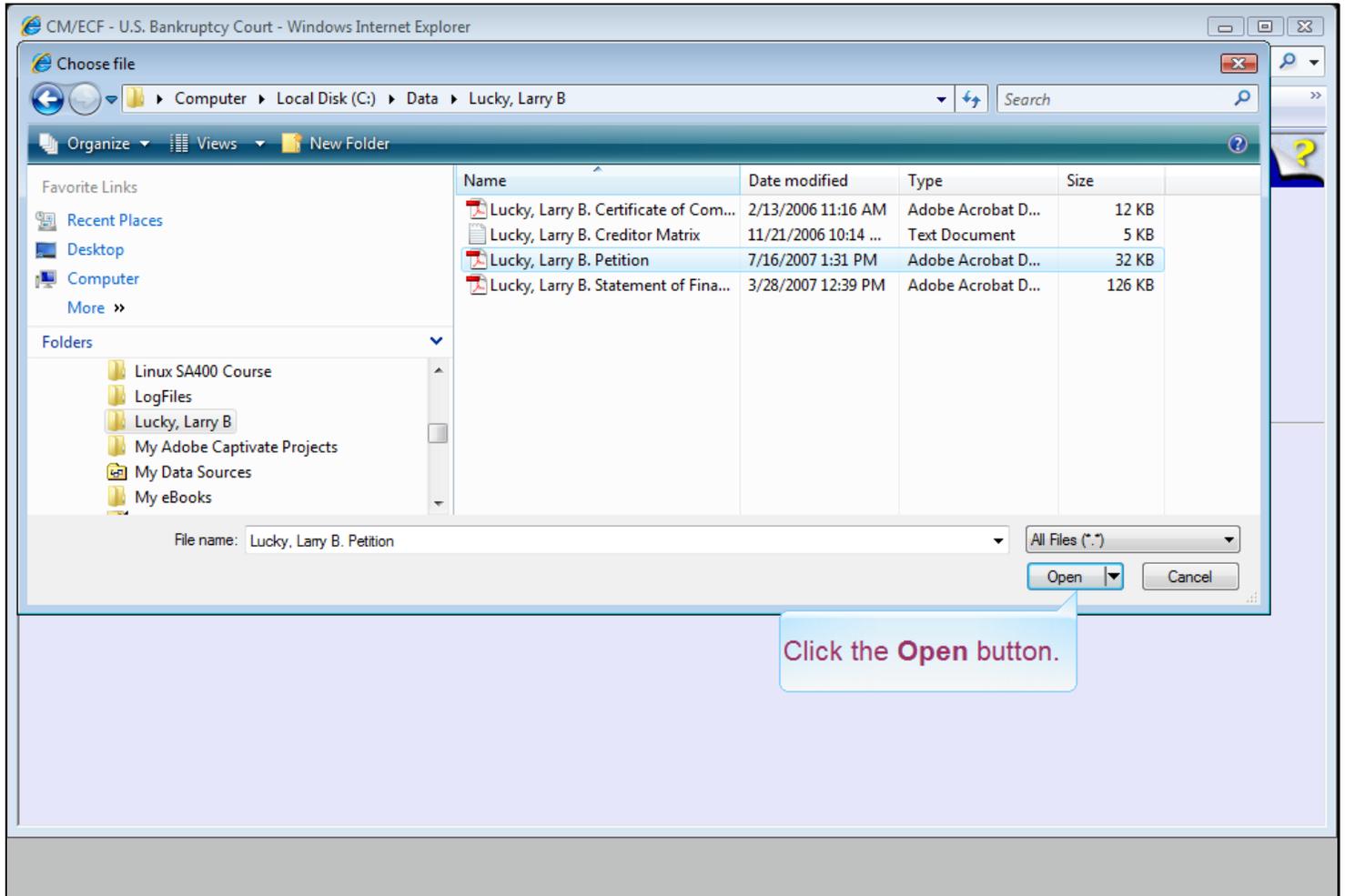
Slide 64 - Slide 64



Slide notes

You will need to navigate to and locate the appropriate document. In our example, the debtor's folder has been located and opened. From the list of documents, click the Lucky, Larry B. Petition.pdf file.

Slide 65 - Slide 65



Slide notes

Now that the PDF document is selected, click the Open button.

Slide 66 - Slide 66

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?850235897867995

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\Data\Lucky, Larry B.\Lucky, Larry B. P

Attachments to Document: No Yes

Click Next.

Slide notes

The complete path to the selected file displays in the Filename field. Since, for our example, there are no attachments to the petition form, the selection of the "No" radio button for Attachments to Document is not changed. Click Next to continue.

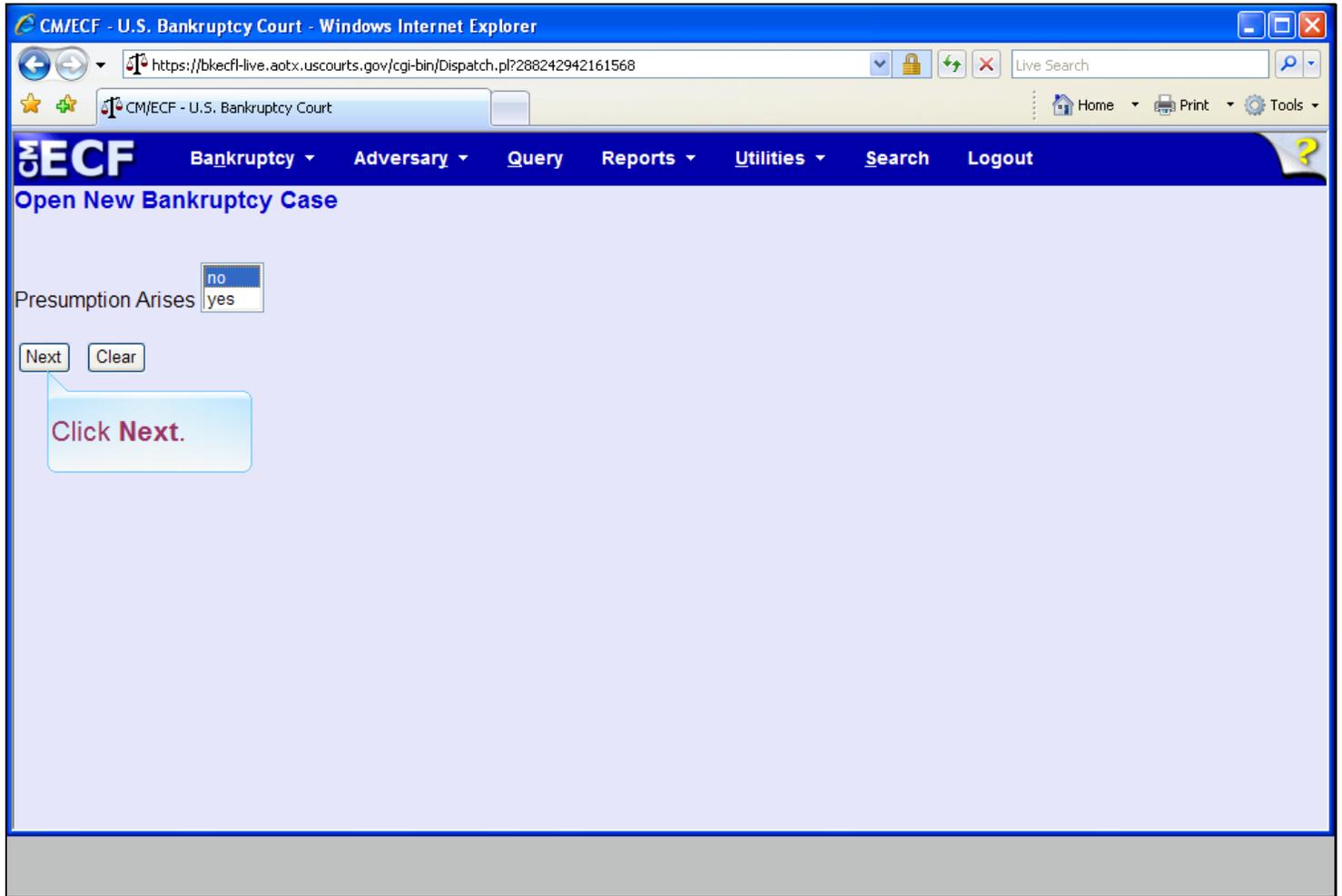
Slide 67 - Slide 67

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?288242942161568". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The website's navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open New Bankruptcy Case". Below this heading, there is a form with a label "Presumption Arises" and a dropdown menu. The dropdown menu is open, showing "no" selected and "yes" as an option. Below the dropdown menu are "Next" and "Clear" buttons. A callout box with a blue border and white background contains the text "Select No." in red. The background of the form area is light blue.

Slide notes

For Chapter 7 individual consumer cases, you must indicate whether a presumption of abuse exists. Select "yes" or "no" according to the entry made on the first page of the Form B22A. For our example, select "no."

Slide 68 - Slide 68



Slide notes

Click Next.

Slide 69 - Receipt for payment.

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?664556874635479

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card.

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$299

Next Clear

Type cc and press TAB.

Slide notes

The filing fee screen appears. When the fee is being paid in installments, you are required to file an Application to Pay Filing Fees in Installments. If your court uses the pay.gov utility for payments, leave the Receipt # field blank on this screen. For our example, type "cc" for payment by credit card in the Receipt # field and press TAB.

Slide 70 - Slide 70

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?761930918107283". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The website's navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Open New Bankruptcy Case". Below this, there is a blue banner with the text: "All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card." Below the banner, there is a blue instruction: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!". The form contains a "Receipt #" field with the value "cc" and a "Fee: \$299" label. There are "Next" and "Clear" buttons. A blue callout box with a white background and a blue border contains the text "Click Next." in red.

Slide notes

Click Next.

Slide 71 - Slide 71

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?321007385026867

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition . Receipt Number cc, Fee Amount \$299 Filed by Larry B. Lucky (Walker, George)

Next Clear

Click Next.

Slide notes

The next screen in the case opening process displays Docket Text for your review. You may add additional text by using the text entry box highlighted here. It is critical that you review the docket text to ensure its accuracy. If any part of the text is incorrect, click Bankruptcy on the Main Menu bar to abort this filing and start over. If the docket text is accurate, click Next.

Slide 72 - Slide 72

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?578562096216184

CM/ECF - U.S. Bankruptcy Court

Home Print Tools

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition . Receipt Number cc, Fee Amount \$299 Filed by Larry B. Lucky (Walker, George)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Click Next.

Slide notes

The docket text displays along with a warning statement informing you that acceptance of this screen commits this transaction. No further modifications of this entry are allowed. Click Next.

Slide 73 - Notice of Bankruptcy Case Filing

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.uscourts.gov/cgi-bin/Dispatch.pl?545500155291672

CM/ECF - U.S. Bankruptcy Court

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

U.S. Bankruptcy Court

Live Database

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from George T. Walker entered on 7/8/2008 at 8:37 AM CDT and filed on 7/8/2008

Case Name: Larry B. Lucky

Case Number: [08-10078](#)

Document Number: [1](#)

Docket Text:
Chapter 7 Voluntary Petition . Receipt Number cc, Fee Amount \$299 Filed by Larry B. Lucky (Walker, George)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:\Data\Lucky, Larry B\Lucky, Larry B. Petition.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1044576575 [Date=7/8/2008] [FileNumber=9236-0] [b5c0323357f9f5dd94c1aea3b2ae456ef7ebf76b8e6f1395fe94f0f820a52df16e85cc62fb4bfc13ab59010c80d063dd7dfbf6af2f9d303d15e42364b7f746f3]]

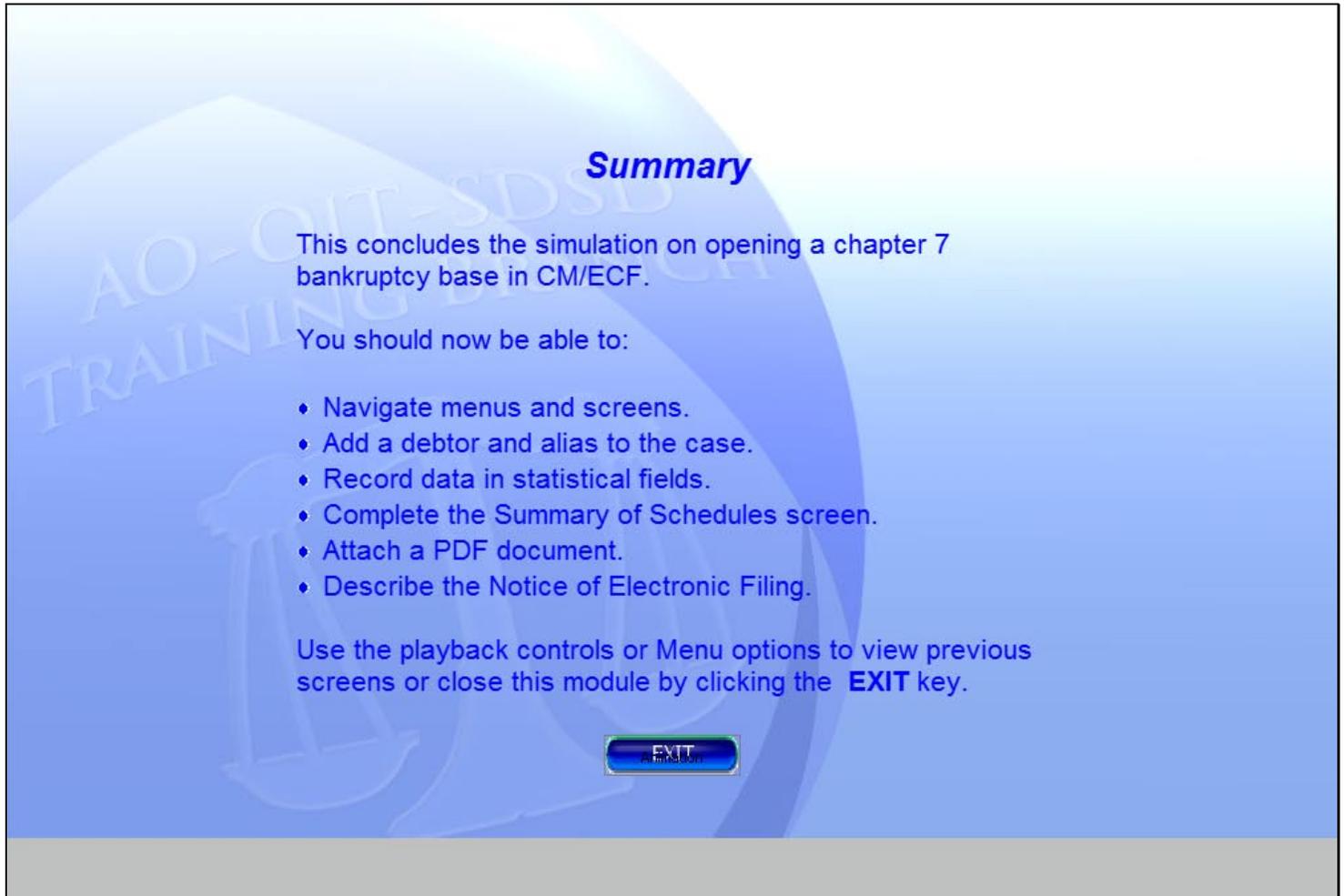
[CONTINUE](#)

08-10078 Notice will be electronically mailed to:

Slide notes

This Notice of Bankruptcy Case Filing is the verification that the case has been filed electronically with the court. The case number is assigned at this time and the case number is a hyperlink to the docket report. Copies of this notice are immediately emailed to all case participants who have subscribed to this service. The PDF file of the petition can be accessed by clicking on the document number. Case participants have one free look at the document through PACER. However, all PACER users must log into PACER in order to view a docket report or the PDF document. The Electronic document Stamp is a unique identifier to this PDF document. It is a security feature used throughout CM/ECF. The bottom of the Notice of Electronic Filing includes a list of those individuals who will be noticed electronically and a list of those who must be notified by mail. It is a great idea to print this page as a record of the filing and as a reference to the case number. To continue, click the CONTINUE button.

Slide 74 - Summary

The slide has a blue gradient background with a faint watermark of a scale of justice and the text 'AO-CIT-SDSD TRAINING'. The word 'Summary' is centered in a bold, blue, italicized font. Below it, the text 'This concludes the simulation on opening a chapter 7 bankruptcy base in CM/ECF.' is displayed. This is followed by 'You should now be able to:' and a bulleted list of five tasks. At the bottom, there is a paragraph about playback controls and an 'EXIT' button with a blue gradient and a drop shadow.

Summary

This concludes the simulation on opening a chapter 7 bankruptcy base in CM/ECF.

You should now be able to:

- Navigate menus and screens.
- Add a debtor and alias to the case.
- Record data in statistical fields.
- Complete the Summary of Schedules screen.
- Attach a PDF document.
- Describe the Notice of Electronic Filing.

Use the playback controls or Menu options to view previous screens or close this module by clicking the **EXIT** key.

EXIT

Slide notes

This concludes the module on opening a chapter 7 bankruptcy case. You should now be able to navigate menus and screens. During case opening you added a debtor and alias to the case as well as recorded data in statistical fields. You completed the Summary of Schedules screen and then attached a PDF document. Finally, you should be able to describe the Notice of Electronic Filing. You may use the playback controls or Menu options to view previous screens. To close this module, click EXIT.

Slide 75 - Exit



Slide notes

Thank you for viewing the module on Bankruptcy Case Opening.