

**BANKRUPTCY CASE OPENING
USING CASE UPLOAD**

Updated 04/22/2008

This process shows the steps required for an external user to open a bankruptcy case in CM/ECF using case upload. Please Note that if any fee amounts appear on screen shots below, they were correct at the time of posting but may or may not be current now (check the most current fee schedule on the courts website).

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Case UpLoad hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The FILE UPLOAD screen displays.

- Click **Browse** beside Case Information to locate and upload the Debtor's case information.
- Click **Browse** beside Petition to locate and upload the Debtor's Petition. This file must be in pdf format.
- Click **Browse** beside Creditor matrix to locate and upload the Debtor's Creditor matrix. The file must be in text format.
- Click **Browse** beside Certificate of Credit Counseling to locate and upload the Debtor's Certificate. This file must be in .pdf format. If you are not filing the actual certificate at this time or the debtor is a Corporation, then skip this section.
- Click the **[Next]** button.

NOTE: If you are filing a chapter 13 case and are filing the plan at the same time as the petition, the plan MUST be submitted separately. See Plan event and participants guide.

STEP 4 - The SUMMARY OF SCHEDULES screen displays.

- **NOTE:** Only report the totals for the Schedules being filed. If you have not filed any of the schedules indicated on this Summary screen then leave the fields blank and click the **[Next]** button.

- Report the totals in the corresponding fields from:
 - Schedule A - Real Property
 - Schedule B - Personal Property
 - Schedule D - Creditors Holding Secured Claims
 - Schedule E - Creditors Holding Unsecured Priority Claims
 - Schedule F - Creditors Holding Unsecured Nonpriority Claims
 - 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; Form 22C, Line 20)
 - Total Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt – 28 U.S.C. § 159)
 - Total Dischargeable Debt (Computed). The system will automatically compute this total unless any value above for D, E, F, or nondischargeable debt is not known.

- Click the **[Next]** button.

NOTE: Enter Schedule or Statement amounts as follows –

- *Enter the current monetary value of the Schedule or Statement; OR*
- *Enter a zero (0) amount if the schedule/statement is filed but has a zero total or is “not applicable”;* OR
- *Leave the amount field blank if the schedule/statement has not been filed.*

STEP 5 - The SCHEDULES/STATEMENTS screen displays.

- Select Yes or No in response to the missing schedules prompt.
- Click the **[Next]** button.

STEP 6 - The NOTICE OF BANKRUPTCY CASE FILING screen displays.

- This is the verification of the date and time the case was filed. The case number is also displayed. It is recommended that you print this screen for your records.

Open New Bankruptcy Case

To see the notices of electronic filing, scroll down or click on the appropriate hyperlink below:

[Petition](#)

[Certificate of credit counseling](#)

[top](#)

United States Bankruptcy Court
District of South Carolina

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Barr, Henry entered on 1/30/2008 at 5:07 PM EST and filed on 1/30/2008

Case Name: Help Me File

Case Number: [08-00004](#)

Document Number: [1](#)

Docket Text:

Chapter 13 Voluntary Petition. filed by Henry Barr on behalf of Help Me File. (Barr, Henry)

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

Document description:Main Document

Original filename:Petition.PDF

Electronic document Stamp:

[STAMP bkacfStamp_ID=983900449 [Date=1/30/2008] [FileNumber=57464-0] [6e7d6a1c1391a988bc0f7871096829c97b4d31cdb32a1ae0aad85f1dc450f8917a97e8dbf743804593e9bc172797fce1a431021c4ef0bb6bdeadd5144bfebfd61]