

CHECKLIST FOR ENTERING NEW CASES INTO CM/ECF USING OPEN A BK CASE¹

Updated: 01/30/2008

- I. _____ Scan the Voluntary Petition and save as .pdf (**verify that the image is correct and in .pdf format**).
- II. _____ Enter Case (**Open BK Case**).
- III. _____ Enter Creditors (**Creditor Maintenance / Upload a Creditor Matrix File**).
- IV. _____ Run Judge / Trustee Assignment
- V. _____ Certificate of Credit Counseling (**verify that the image is correct and in .pdf format**). *This document must be filed simultaneously and docketed separately when filing a Voluntary Petition for a new case.*

IMPORTANT: If this is not the actual Certification, do not use this docket event. See the Document Checklist for additional pleading/motion requirements.

- VI. _____ File the B-21 Form (**Bankruptcy / Other / Bankruptcy Form 21 SSN**). *This document must be filed simultaneously and docketed separately when filing a Voluntary Petition for a new case.*
- VII. _____ File the Declaration (**Bankruptcy / Other / Declaration RE: Electronic Filing**). *This document must be filed simultaneously and docketed separately when filing a Voluntary Petition for a new case.*

¹ This document is intended to assist with some of the initial case filing requirements. This list may not be exhaustive and should not be considered as a replacement for the requirements of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure.