

INVOLUNTARY CASE OPENING

Updated 02/21/2008

This process shows the steps and screens required for an external user to open a involuntary case in CM/ECF. Please note that if any fees are due, they were correct at the time of posting but may or may not be current now (check the most current fee on the court's website).

NOTE: The Judge/Trustee assignment cannot be used when filing an Involuntary Petition. The Court will assign the Judge to the case.

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

STEP 2 - The BANKRUPTCY EVENTS screen displays.

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

STEP 3 - The CASE DATA screen displays.

- Case Type defaults to bk.
- The current filed date is displayed.
- Select the Chapter from the pick list. (Chapter 7 or 11)
- The default value for Joint Petition is n. Note: An Involuntary Petition cannot be filed jointly.
- Click the **[Next]** button.

STEP 4 - The SEARCH FOR AN ALLEGED DEBTOR screen displays.

- Before adding a party, a search of the database for the debtor must be performed. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the Last/Business name field. The field size is 80 characters.
- Enter the debtor's last name and click **[Search]**.
- Search Hints:
 - Enter one field of data for each search. Format Social Security Number or Tax ID with hyphens.
 - Include punctuation. (O'Brien)
 - Try alternate search clues if your first search is not successful.

- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.

STEP 5 - If there are no matches, the system will return a No Person Found message.

- If the system finds a match, you can select that name and a “popup” box will give you the rest of the information as it is in the database. Verify that the information is correct before selecting. Click the **[Submit]** button.
- If available information is incorrect or if the party is not in the database, proceed to add the party. Click **[Create New Party]**.

STEP 6 - The ALLEGED DEBTOR INFORMATION screen displays.

- Enter Name and Mailing Address information in the appropriate boxes.
- Be sure to put a period after any initial and to include any generation information.
- Enter the Social Security number and/or Tax ID number.
- Be sure to begin the debtor’s address on the address line
- Type in City, State and Zip.
- Select the debtor’s County of residence from the pick list.
NOTE: Type the first letter of the county name for a faster search. Continue to type the letter to scroll down the counties that begin with that at letter.
- Enter further descriptive text in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- If adding a Alias, click the **[Alias]** button and proceed to step 7.

STEP 7 - The ALIAS screen appears.

- Click **[Add aliases]**. Alias Role selections can include aka, dba, fdba, fka.

STEP 8 - The ALLEGED DEBTOR INFORMATION screen appears once more.

- Clicking on the **[Review]** button presents a screen summarizing the alias activity entered for this debtor. This is an automatic QC of the debtor information.
- Verify the information.
- Be cautious of the **[Clear]** button. You could accidentally delete information.
- Click **[Return to Party Screen]**.

STEP 9 - The ALLEGED DEBTOR INFORMATION screen will return again.

- If you are finished adding information for this new party, click **[Submit]** to continue with Case Opening.

STEP 10 - The SEARCH FOR A PETITIONING CREDITOR screen displays.

- Before adding a party, a search of the database for the debtor must be performed. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the Last/Business name field. The field size is 80 characters.
- Enter the debtor's last name and click **[Search]**.
- Search Hints:
 - Enter one field of data for each search. Format Social Security Number or Tax ID with hyphens.
 - Include punctuation. (O'Brien)
 - Try alternate search clues if your first search is not successful.
 - Partial names can be entered.
 - Wild cards (*) are not required at the end of search strings.

STEP 11 - The PETITIONING CREDITOR INFORMATION screen displays.

- Enter Name and Mailing Address information in the appropriate boxes.
- Be sure to put a period after any initial and to include any generation information.
- Enter the Social Security number and/or Tax ID number.
- Be sure to begin the debtor's address on the address line
- Type in City, State and Zip.
- Select the county of residence from the pick list.
- NOTE: Type the first letter of the county name for a faster search. Continue to type the letter to scroll down the counties that begin with that at letter.
- Enter further descriptive text in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
NOTE: If the user opening the case is the filing attorney for this party, check the corresponding box. This will associate you (filing attorney) as attorney for this petitioning creditor.
- If adding a Alias, click the **[Alias]** button and proceed. If you are not adding a Alias, skip to step 13.

STEP 12 - The ALIAS screen appears.

- Click **[Add aliases]**. Alias Role selections can include aka, dba, fdba, fka.

STEP 13 - The PETITIONING CREDITOR INFORMATION screen appears.

- Clicking on the **[Review]** button presents a screen summarizing the alias activity entered for this debtor. This is an automatic QC of the debtor information.
- Verify the information.
- Be cautious of the **[Clear]** button. You could accidentally delete information.
- Click **[Return to Party Screen]**.

STEP 14 - The SEARCH FOR A PETITIONING CREDITOR screen displays again

NOTE: You can add additional petitioning creditors to the case. If there are no additional petitioning creditors, Click **[End petitioning creditor selection]**.

- Before adding a party, a search of the database for the debtor must be performed. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the Last/Business name field. The field size is 80 characters.
- Enter the debtor's last name and click **[Search]**.
- Search Hints:
 - Enter one field of data for each search. Format Social Security Number or Tax ID with hyphens.
 - Include punctuation. (O'Brien)
 - Try alternate search clues if your first search is not successful.
 - Partial names can be entered.
 - Wild cards (*) are not required at the end of search strings.

STEP 15 - The DIVISIONAL OFFICE screen is displayed.

- Verify that the defaulted information is correct. If incorrect information is displayed use the back button to check party information that was entered.
- Click the **[Next]** button.

STEP 16 - The STATISTICAL DATA screen appears.

- Prior filing within the last eight years - Select Yes or No from the drop down list.
- Fee Status values default to Paid. No other options are available when filing an Involuntary Petition.
- Designate the Nature of Debt as Consumer or Business.
- The asset notice is automatically determined based on the chapter.

- Select the range of Estimated Creditors from the pick list.
- Select the correct dollar range for Estimated Assets. • Select the correct dollar range for Estimated Debts.
- Select the Type of Debtor and/or Nature of Business by clicking the appropriate radio button. Additional debtor type(s) may be selected from those listed with check boxes beside them.
- Click the **[Next]** button.

STEP 17 - The SELECT PDF screen displays.

- Select .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 18 - The FILING FEE VERIFICATION screen displays.

- Verify the filing fee is correct. Refer to the court's web page for the most current fee schedule.
- Click the **[Next]** button.

STEP 19 - The CASE OPEN VERIFICATION screen appears.

- If you want to continue to open this involuntary case, click the **[Next]** button.

STEP 20 - The FINAL DOCKET TEXT screen displays.

- Verify the accuracy of the docket text. This is what will display on the docket sheet. Include information regarding nature of suit.
- If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error to be corrected.
- Click the **[Next]** button.

NOTE: If the [Back] button is used and case information is altered, you must use the [Next] button and re-submit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

Open New Involuntary Case

Docket Text: Final Text

Chapter 7 Involuntary Petition. Re: John Doe Filed by Petitioning Creditor(s): ABC Company (attorney Joe Attorney). (Attorney, Joe)

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

- An electronic payment screen appears.

STEP 21 - The NOTICE OF BANKRUPTCY CASE FILING screen displays.

- The Notice of Bankruptcy Case Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.
- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink takes you back to the PACER login screen.

Open New Involuntary Case

United States Bankruptcy Court

District of South Carolina

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Attorney, Joe entered on 2/14/2008 at 2:11 PM EST and filed on 2/14/2008

Case Name: First Middle Last

Case Number: [08-00020](#)

Document Number: [1](#)

Docket Text:

Chapter 7 Involuntary Petition. Re: First Middle Last Filed by Petitioning Creditor(s): ABC (attorney Joe Attorney). (Attorney, Joe)

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

Document description:Main Document

Original filename:C:\PDFTEMP\pdf02142008-135658.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=983900449 [Date=2/14/2008] [FileNumber=57984-0] [ad0bff904e0a5411be493f58f092b52571a8286e265c5cf3262947eccce4df0fedb4588e350d42c89d9de01f5ac345b2588ffea7b708b10b8f4fa43abeb91143]]