

**SCHEDULES/STATEMENTS FILED AFTER
INITIAL FILING OF PETITION**

Updated 07/02/2008

This process shows the steps required for an external user to complete the filing of Schedules/Statements on CM/ECF. Please note that if any fee amounts appear on screenshots 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 Other hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Select the desired event, for this example, "**Schedules/Statements Filed**" from the list of events.
- Click the [**Next**] button.

STEP 5 - The JOINT FILING screen displays.

- Click the box if document is being filed with another attorney.
- Click the [**Next**] button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.

- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information
- Click the **[Next]** button.

STEP 7 - The SELECT PDF screen displays.

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

STEP 8 - The SUMMARY OF SCHEDULES screen displays.

- 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 Non-priority 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 Non-dischargeable Debt – 28 USC 159)
 - Total Dischargeable Debt (Computed) – The system will automatically compute this total unless any value above for D, E, F, or non-dischargeable 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 9 - The SELECT ALL SCHEDULES BEING FILED screen displays.

- Select the schedules that are being filed by clicking in the corresponding box.
- Click the **[Next]** button.

STEP 10 - The SELECT ALL STATEMENTS BEING FILED screen displays.

- Select the statements that are being filed by clicking in the corresponding box.

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

STEP 11 - The SELECT STATEMENTS BEING FILED screen displays.

- Select the statements that are being filed by clicking in the corresponding box.
- Click the **[Next]** button.

STEP 12 - The MISCELLANEOUS SCHEDULES/STATEMENTS screen displays.

- Enter the Title of any Schedules/Statements being filed that were not selected on any of the previous screens.
- Click the **[Next]** button.

STEP 13 - The FILING FEE screen displays.

- Select Yes or No from the drop down box.
- Click the **[Next]** button.
- If you are adding creditors and selected “yes” that a filing fee is required, the amount will appear on the next screen.

STEP 14 - The CERTIFICATE OF SERVICE screen displays.

- Select Yes or No from the drop down box.
- Click the **[Next]** button.

STEP 15 - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 16 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

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.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text

Schedules Filed: Summary of Schedules Statistical Summary of Certain Liabilities – Form 6 Pg 2 Schedule A Schedule B Schedule D Schedule E Schedule F; Statements Filed: Statement of Financial Affairs Payment Advices Chapter 13 Statement of Current Monthly and Disposable Income with Certificate of Serviced Filed by Bill Attorney on behalf of Joe Debtor.

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 (if a fee is due). See section titled Fee Payment Via Internet for additional instructions.

STEP 17 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number and document number.

REMINDER - If adding creditors to schedules remember to indicate that a filing fee is due in the appropriate input field.

Also, if amending the schedules, including adding creditors, those additional creditors must be added to the actual creditor mailing matrix. See section titled **Adding Creditors to the Creditor Mailing Matrix** for additional instructions.