

## **BANKRUPTCY CASE OPENING USING CASE UPLOAD**

**Updated 1/31/2023**

Description: This process shows the steps required for an external user to open a bankruptcy case in CM/ECF using case upload.

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

**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Click on the **Case UpLoad** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

**STEP 3** – The FILE UPLOAD screen displays.

- Click **Choose file** beside Case Information to locate and upload the Debtor's case information. The file must be in text format.
- Click **Choose file** beside Petition to locate and upload the Debtor's Petition. This file must be in .pdf format.
- Click **Choose file** beside list of creditors to locate and upload the Debtor's Creditor matrix. The file must be in text format.
- Click **Choose file** 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, skip this prompt.
- Click the [Next] button.

**NOTE:** If you are filing a Chapter 13 case and are filing the plan at the same time as the voluntary petition, the plan **MUST** be submitted separately. See the 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/B – Real Estate/Property
  - Schedule A/B – Personal Property
  - Schedule D – Secured Claims
  - Schedule E/F – Priority Unsecured Claims
  - Schedule E/F – Nonpriority Unsecured Claims
  - Schedule I – Monthly Income
  - Schedule J – Monthly Expenses
  - Current Monthly Income (Official Form 122A-1, 122B or 122C-1)
  - Total Nondischargeable Debt (Official Form 106Sum, 9g)
  - Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total non-dischargeable debt is not known.
  - After inputting the totals in the fields, 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 screen is the verification of the date and time the case was filed. The case number is also displaced along with a hyperlink to the Notice. It is recommended that you print this screen for your records.