

# CHECKLIST FOR ENTERING NEW CASES INTO CM/ECF USING CASE UPLOAD<sup>1</sup>

Updated: 11/29/2017

- I. \_\_\_\_\_ Using BK software, prepare case for Electronic Filing (some have a “One Touch Application for filing).
- II. \_\_\_\_\_ Verify Electronic Files (**as shown below**):
- (a). \_\_\_\_\_ Case Information - Debtor.txt (**open to verify name, address, ssn number, etc.**)
- (b). \_\_\_\_\_ Petition - Petition.pdf (**verify that the image is correct and in .pdf format**)
- (c). \_\_\_\_\_ List of Creditors - Creditor.txt (**verify creditors**)
- (d). \_\_\_\_\_ Certificate of credit counseling - CCC.pdf (**verify that the image is correct and in .pdf format**)
- IMPORTANT: If this is not the actual Certification, leave this field blank. See the Document Checklist for additional pleading/motion requirements.**
- III. \_\_\_\_\_ Run Judge/Trustee Assignment.
- IV. \_\_\_\_\_ File the B-121 Form (Bankruptcy / Other / Bankruptcy Form 121 SSN). This document must be filed simultaneously and docketed separately.
- V. \_\_\_\_\_ Pay the filing fee, if applicable.

---

<sup>1</sup> 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.