

CHECKLIST FOR ENTERING NEW CASES INTO CM/ECF USING CASE UPLOAD¹

Updated: 01/30/2008

- 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). _____ Debtor.txt (**open to verify name, address, ssn number, etc.**)
 - (b). _____ Petition.pdf (**verify that the image is correct and in .pdf format**)
 - (c). _____ Creditor.txt (**verify creditors**)
 - (d). _____ 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-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.
- V. _____ 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.