

**SUMMARY OF ASSETS AND LIABILITIES AND
CERTAIN STATISTICAL INFORMATION**

Updated 11/10/2021

Description: This process shows the steps and screens required for an external user to file a Summary of Schedules in 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 court's website.)

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

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on the **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, "**Summary of Assets and Liabilities and Certain Statistical Information**", from the list of events. If you are filing schedules or amended schedules with this summary you must use the "Schedules/Statements Filed" or the "Amended Schedules/Statements" event first.
- Click the **[Next]** button.

STEP 5 - The JOINT FILING screen displays.

- Click in 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 **[Next]**.
- On the next screen, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.
- The screen appears to provide a link to the Participant Guide if you need assistance.
- Click the **[Next]** button.

STEP 7 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. If there are no attachments, click the **[Next]** button.
- Add attachments if applicable, i.e., Proposed Order. Choose the radio button for Yes, then click the **[Next]** button.
- Browse to add the attachment, select the category, i.e., Proposed Order (no description will be required if a category from the drip down is chosen).
- Click **[Add to List]** button.
- Click the **[Next]** button.

STEP 8 - The SUMMARY OF SCHEDULES screen displays.

SUMMARY OF SCHEDULES			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
I - Average Income (line 16)			<input type="text"/>
J - Average Expenses (line 18)			<input type="text"/>
22 - Current Monthly Income line 12 on Form B22A, line 11 on Form B22B, or line 20 on Form B22C			<input type="text"/>
Total nondischargeable debt From Form 6, page 2 (28 USC 159)		<input type="text"/>	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		<input type="text"/>	

- **NOTES:**
 - The values for each of the schedules should already have totals in the corresponding boxes. If there are not any totals in the boxes, and that schedule/statement was previously filed, you must fill in the total in the corresponding box.
 - 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.
- Click the **[Next]** button.

STEP 9 - The MODIFY DOCKET TEXT screen appears.

- Modify text if needed.
- Click the **[Next]** button.

STEP 10 - 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 resubmit 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

Summary of Assets and Liabilities and Certain Statistical Information Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

Have you redacted?

STEP 11 - 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 because it also includes the date, time, case number, and document number.