

## Tips for Completing an eSR Submission

### 1. Include ALL Assets on Schedule A/B

You should list EVERYTHING you own that may fit within the Schedule A/B categories, even if you believe it has a value of \$0, including an entry for clothing, jewelry, and pets, with a value for each item in its current condition, rather than its purchase price.

### 2. List All Financial Accounts on Schedule A/B

List any open bank account (including Venmo, Paypal, CashApp, etc.) even if the balance is \$0 or negative at item 17 on Schedule A/B, along with the amount that is in the account as of the date your case is filed.

### 3. Include All Creditors on Schedules D, E/F, G and H

Because there is a required filing fee to amend schedules to add creditors, include all your creditors when completing schedules D, E/F, G and H in eSR. There should be an address included for each creditor listed on Schedules D, E/F, G, and H so they receive notice of the bankruptcy filing. Information on how to obtain a free credit report, which may be helpful in listing the names and addresses of your creditors, can be found [here](#).

### 4. Complete Every Question on the Statement of Financial Affairs (Form 107)

Carefully read each question and list an answer for each item that applies to you, including income from any and all sources, repayments made to friends or family members, and any lawsuits or repossessions.

### 5. Save a PDF Copy of Documents Filed With eSR

Prior to submitting your eSR package, download and save a copy of the documents. Once submitted, your documents are no longer available in eSR, and to view them once your case is opened may require a fee.

### 6. Provide Detailed Information when Required

Many questions in eSR require a “yes” or “no” response and, depending on the response given, require additional detailed information. For example: (1) when checking “yes” for ownership of a vehicle, include the year, make, model, mileage and VIN of each vehicle; (2) when checking “yes” for real estate ownership, include the property address, value, type, and description. Include this additional detailed information for each entry to help avoid the need to amend the schedules.

### 7. Check the Appropriate Boxes on the eSR Declaration

The eSR Declaration is required to be completed, signed, and submitted to start a bankruptcy case with eSR. All boxes should be correctly checked for the bankruptcy chapter you are filing and for each document submitted via eSR.

### 8. Provide All Required Documents to the Court and Trustee

When you file your case using eSR, you will have to provide a copy of your government-issued photo ID with an address and Official Form B121 (Statement About Your Social Security Number) for your case to be opened. Note: Your social security card and government-issued photo ID may separately be requested by your case trustee. The trustee is not a court employee. For a list of documents due to the **trustee** after filing a Chapter 13 case, see SC LBR-3015-4.