

Signature Pages

For Attorneys

Pursuant to the Fourth Amended Order Authorizing Electronic Case Filing, "...Signatures upon the bankruptcy petition, schedules, statements and lists, and any amendment thereto, may be indicated by any of the following methods: A. submitting a scanned copy of the originally signed document(s)...".

In this lesson, we will outline how to file these required signatures pages. Our example includes the debtors' signature pages for the Chapter 13 voluntary petition, Schedules A-J, Statement of Financial Affairs and Verification of Creditor Matrix.

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu. (See figure 1.)



Figure 1

STEP 2 Click the **Other** hyperlink on the **BANKRUPTCY EVENTS** screen. (See figure 2.)



Figure 2

- STEP 3** The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (See figure 3.)



The screenshot shows the CM/ECF interface. At the top is a dark blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header area with the word "Miscellaneous" in blue. The main content area is white and contains a "Case Number" label above a text input field. The input field contains "05-10054" and has a yellow tooltip box next to it with the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- STEP 4** Select the Signature Page event from the **Miscellaneous** screen. (See figure 4.)



The screenshot shows the CM/ECF interface. At the top is a dark blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header area with the word "Miscellaneous" in blue. The main content area is white and contains the text "05-10054 Joseph Wayne Sample and Sarah Lynn Sample" in blue. Below this is a dropdown menu that is open, showing a list of event types: "Schedule J", "Schedules A-J", "Section 304 Petition", "Signature Page" (which is highlighted in green), "Statement In Support of Motion for Relief", "Statement Re: SSN", "Statement of Corp. Ownership", and "Statement of Executory Contracts". Below the dropdown menu are two buttons: "Next" and "Clear".

Figure 4

- STEP 5** The attorney **JOINT FILING** screen will display. (See figure 5.)



The screenshot shows the CM/ECF interface. At the top is a dark blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header area with the word "Miscellaneous:" in blue. The main content area is white and contains the text "05-10054 Joseph Wayne Sample and Sarah Lynn Sample" in blue. Below this is a checkbox labeled "Joint filing with other attorney(s)". Below the checkbox are two buttons: "Next" and "Clear".

Figure 5

- ◆ Insert a ✓ in this box only if another attorney is joining in a filing, such as a stipulation. If this is not a joint filing, skip this screen by clicking **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the current participants on this case. (See figure 6.)



Figure 6

- ◆ With your mouse, select the party(s) you represent and click **[Next]**.

STEP 7 The **PDF DOCUMENT SELECTION** screen will then display. (See figure 7a.)



Figure 7a

- ◆ Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with the mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See figure 7b.)

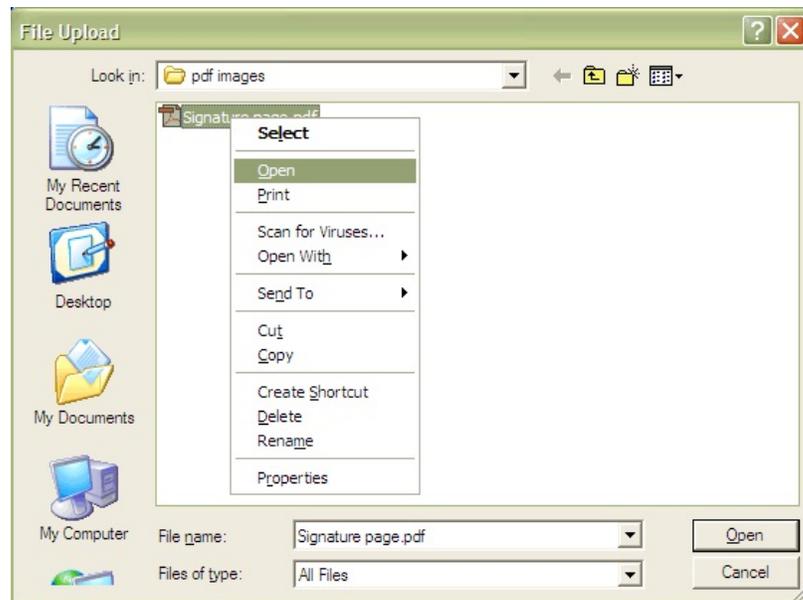


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See figure 7c.)

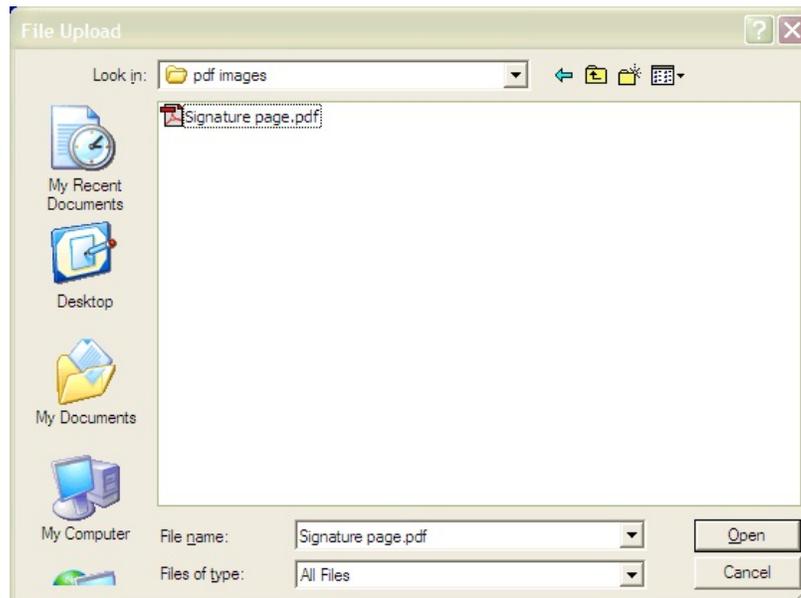


Figure 7c

- ◆ The **PDF DOCUMENT SELECTION** screen will then show the path to the PDF file. (See figure 7d.)

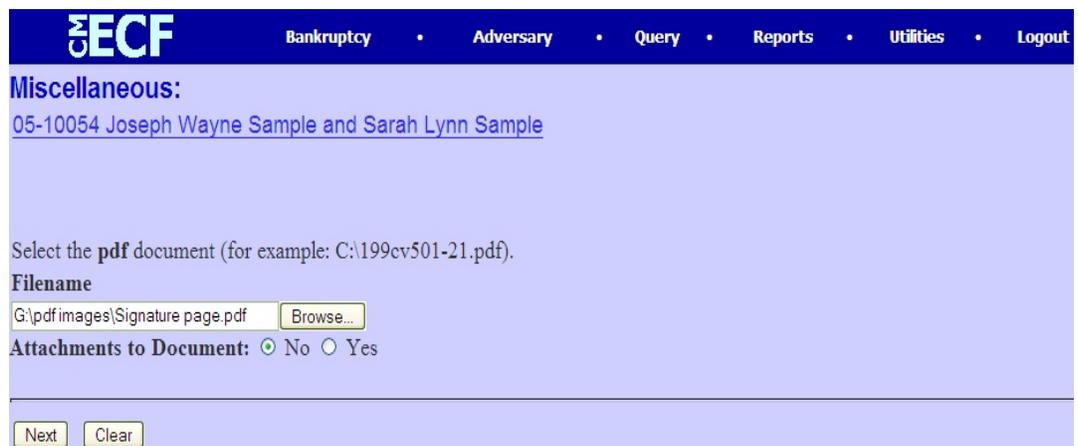


Figure 7d

- ◆ Click **[Next]**.

STEP 8 The **Document Relationship** screen appears. (See figure 8.)

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:
05-10054 Joseph Wayne Sample and Sarah Lynn Sample

Select the appropriate event(s) to which your event relates:

06/03/2005 1 Chapter 13 Voluntary Petition, Schedules A-J, Statement of Financial Affairs, Attorney Disclosure of Compensation and Verification of Matrix filed by Joseph Wayne Sample , Sarah Lynn Sample . (,)

Next Clear

Figure 8

- ◆ Select the appropriate document for which you are filing a signature page by inserting a ✓ in the box next to the date and click **[Next]** to continue.

STEP 9 The **Certificate of Service** screen will display with a text box to indicate whether the signature page is being filed with or without a certificate of service. (See figure 9.)

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:
05-10054 Joseph Wayne Sample and Sarah Lynn Sample

With or Without? without

Next Clear

Figure 9

- ◆ Insert “with” or “without” and click **[Next]**.

STEP 10 The **MODIFY DOCKET TEXT** screen appears. (See figure 10.)

Figure 10

- ◆ In the text box, insert the name of the document(s) that you are filing signature pages for and click **[Next]** to continue.

STEP 11 The **FINAL TEXT** screen will be displayed. (See figure 11.)

Figure 11

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the Menu Bar.

- ◆ If text is correct, click **[Next]** to continue.

CAUTION: **This is your last chance to change anything before the final submission!**

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen is displayed. (See figure 12.)

The screenshot shows the CM/ECF interface. At the top is a dark blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by a blue hyperlink "05-10054 Joseph Wayne Sample and Sarah Lynn Sample". The main content area has a light blue background and is titled "U.S. Bankruptcy Court Northern District of Indiana (Training Database)". Underneath, it says "Notice of Electronic Filing". A paragraph of text states: "The following transaction was received from Miller, William entered on 6/7/2005 at 11:15 AM CST and filed on 6/7/2005". Below this are three lines of case information: "Case Name: Joseph Wayne Sample and Sarah Lynn Sample", "Case Number: 05-10054", and "Document Number: 2". A "Docket Text:" section follows, containing a detailed description of the filing: "Signature Page for Voluntary Petition, Schedules A-J, Statement of Financial Affairs and Verification of Creditor Matrix Filed by Wayne Sample, Sarah Lynn Sample without Certificate of Service (related document(s)[1] Chapter 13 Voluntary Petition, All Schedules (fee)- Case Upload filed by Debtor Joseph Wayne Sample, Joint Debtor Sarah Lynn Sample). (Miller, William)".

Figure 12

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**, or click the browser **[Print]** icon to print a copy of this electronic receipt.