

Bankruptcy Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open a bankruptcy case in ECF. The example case for this lesson is a chapter 7, no asset, individual consumer debtor.

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

- ◆ Click **Open Voluntary BK Case**.

Step 3 The **Open Voluntary Bankruptcy Case** screen displays. (See Figure 3)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court is:
Tue May 10 12:47:01 2011

Open Voluntary Bankruptcy Case

Case type bk
Date filed 5/10/2011
Chapter 7
Joint Petition n
Deficiencies n

Next Clear

Figure 3

- ◆ The **Case type** will be displayed as “bk”.
- ◆ The current date will always be displayed in the **Date Filed** field.
- ◆ Select the **Chapter** from the pick list.
- ◆ The default value for **Joint Petition** is **n** (no). For a joint filing, select **y** (yes).
- ◆ If the Statement of Financial Affairs, Schedules A - J, Summary of Schedules, Statistical Summary (Form 6), or Attorney Fee Disclosure are missing from the petition, change the **Deficiencies** box from **n** (no) to **y** (yes). A deficiency list and deadline field will then be presented on a later screen.
- ◆ When this screen is correct, click **Next** to continue.

Step 4 The **Search for a debtor** screen displays. (See Figure 4)

Figure 4

- ◆ This screen is for adding the debtor to the case. Search the database to see if the debtor already exists to eliminate duplicate records in the system. Search by Social Security Number, Individual Tax Identification Number, Tax Identification Number, Employer Identification Number or Last/Business Name.
 - If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.

NOTE: The entire name of business resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

- ◆ Enter the search clues and click **Search** to continue.

Search Hints:

- Enter only one field of data for each search.
- Format Social Security Number or Tax ID with hyphens (111-11-1111).
- Searching is case sensitive (Smith not smith).
- Include punctuation (O'Brien).
- Try alternate search clues if your first search is not successful.
- Wild Cards (*) are not required at the end of search strings.
- Wild Cards may be used before or within search strings (*son, Gr*y).

Step 5 If there are no matches, the system will return a **No Person Found** message. (See Figure 5)

The screenshot shows the ECF search interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is a search section titled 'Search for a debtor' with input fields for SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name. There are 'Search' and 'Clear' buttons. Below the search fields, it says 'Party search results' and 'No person found.' At the bottom of the search section, there is a 'Create new party' button.

Figure 5

- ◆ Once you have tried alternate searches and determined that the debtor is not in the database, they can now be added. Click **Create New Party**.

Step 6 The **Debtor Information** screen displays. (See Figure 6)

The screenshot shows the 'Debtor Information' screen. It has a navigation bar at the top with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main section is titled 'Debtor Information' and contains various input fields: Last name (Thomas), First name (Michelle), Middle name (Marie), Generation, Title, SSN / ITIN (956-87-1268, 222-11-1234), Tax ID / EIN (11-2222222), Office, Address 1 (687 Southwestern St.), Address 2, Address 3, City (Fort Wayne), State (IN), Zip (46806), County (Allen), Country, Phone, Fax, and E-mail. There is a 'Party text' field at the bottom. At the very bottom, there are buttons for 'Alias...', 'Corporate parent / affiliate...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note says 'Add all aliases and corporate parents or affiliates before clicking the Submit button.'

Figure 6

- ◆ Enter the debtor's **Name** and **Address** information in the appropriate fields. Adding information such as country, phone, fax and email is not necessary.
- ◆ Select the debtor's **County** of residence from the pick list.
- ◆ Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as An Indiana Corporation, Guardian, etc.).
- ◆ If the business debtor has a Corporate Parent, click the **Corporate Parent / affiliate** button and enter the appropriate information.
- ◆ If the debtor has an alias, click the **Alias** button and continue to Step 7.

Step 7

If the Alias button was clicked as mentioned in the previous step, the **Alias Information** screen will appear. (See Figure 7)



	Last/Business name	First name	Middle name	Generation	Role
1	Thomas	Shelly	Marie		aka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 7

- ◆ You can enter up to five alias names on this screen. Alias **Role** selections include aka, dba, fdba, fka, associated with, and formerly associated with.
- ◆ When complete, click **Add aliases**. If the debtor has more than five aliases, repeat Step 7 after submission.

- Step 8** The **Debtor Information** screen reappears.
- ◆ Clicking on the **Review** button at any time presents a screen summarizing the attorney, alias and corporate parent activity for this debtor.
 - ◆ Click **Return to Party Screen**.

- Step 9** The **Debtor Information** screen will display again. If you are finished adding information for this debtor, click **Submit** to continue with case opening.

NOTE: If this were a joint debtor filing, a **Search for a Joint Debtor** screen would appear next. If appropriate, click **Copy Previous Party's Address** within this process to quickly copy the address to the joint debtor.

- Step 10** ECF will display a screen confirming the assignment of the **Divisional Office**. The assignment is based on the county where the debtor resides. (See Figure 8)

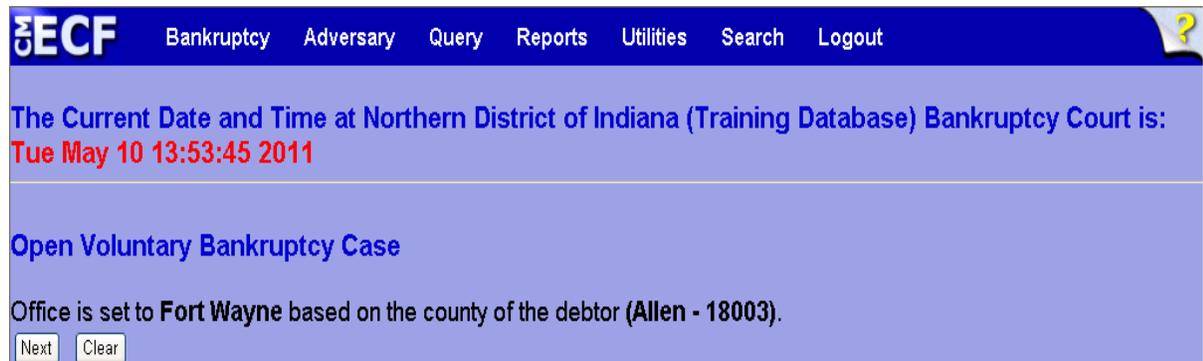


Figure 8

- ◆ Click **Next** to continue.

Step 11 The **Statistical Data** screen appears next. (See Figure 9)

The screenshot shows the 'Open Voluntary Bankruptcy Case' form in the ECF system. The form is titled 'Open Voluntary Bankruptcy Case' and contains several sections of input fields and radio buttons. The 'Prior filing within last 8 years' field is set to 'no'. The 'Fee status' field is set to 'Paid'. The 'Nature of debt' field is set to 'consumer'. The 'Asset notice' field is set to 'No'. The 'Estimated number of creditors' field is set to '50 - 99'. The 'Estimated assets' field is set to '\$0 to \$50,000'. The 'Estimated liabilities' field is set to '\$0 to \$50,000'. The 'Type of debtor' section has radio buttons for 'Individual', 'Corporation (includes LLC & LLP)', 'Partnership', and 'Other'. The 'Nature of business' section has radio buttons for 'Health Care Business', 'Single Asset Real Estate', 'Railroad', 'Stockbroker', 'Commodity Broker', 'Clearing Bank', 'Other', and a checkbox for 'Tax-Exempt Entity'. At the bottom left, there are 'Next' and 'Clear' buttons.

Figure 9

- ◆ Choose **Yes** or **No** to answer the first prompt: “**Prior filing within last 8 years**”.
- ◆ The **Fee Status** choices are Paid, Installment, Fee Not Paid and IFP Filing Fee Waived. ***All ECF filings should be designated as Paid.***
- ◆ Designate the **Nature of Debt** as Consumer or Business.
- ◆ Choose **Yes** or **No** for **Asset notice** designation.
- ◆ Select the range of **Estimated number of creditors** from the pick list.
- ◆ Select the dollar range for **Estimated assets**.
- ◆ Select the dollar range for **Estimated liabilities**.
- ◆ Select the **Type of Debtor** by clicking next to the appropriate designation. Make a selection for **Nature of Business** if applicable.
- ◆ Click **Next** to continue.

Step 12 The **Summary of Schedules** screen appears. (See Figure 10)

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	69000.00		
B - Personal Property	5810.00		
D - Creditors Holding Secured Claims		70000.02	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		10341.32	
Average Income (from Schedule I, Line 16)			0.00
Average Expenses (from Schedule J, Line 18)			1169.73
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			841.04
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		80341.34	

Next Clear

Figure 10

- ◆ Enter dollar figures in the appropriate fields obtained from the Summary of Schedules and the Statistical Summary of Schedules.
 - Do not use commas (,) or dollar signs (\$).
 - If there is a field that does not apply, or that is blank in the Summary of Schedules, leave that field blank in ECF. Enter "0.00" only if the Summary of Schedules shows the field as "0.00".
 - Do not skip this screen.
 - The last box (**Total Dischargeable Debt (Computed)**) will automatically calculate if all fields have been appropriately filled.

- ◆ Click **Next** to continue.

Step 13 The next screen is designed to obtain figures from various schedules and Form B22A. (See Figure 11)

The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, a message states: "The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court is: Tue May 10 14:25:24 2011". The main content area is titled "Open Voluntary Bankruptcy Case" and contains the following sections:

Schedules

Schedule C: Total value of claimed exemptions	<input type="text"/>
Schedule I line 1: Monthly gross wages, salary, and commission	Debtor <input type="text"/> Spouse <input type="text"/>
Schedule I line 5: Subtotal of payroll deductions	Debtor <input type="text"/> Spouse <input type="text"/>
Schedule J line 20c: Monthly net income	<input type="text"/>

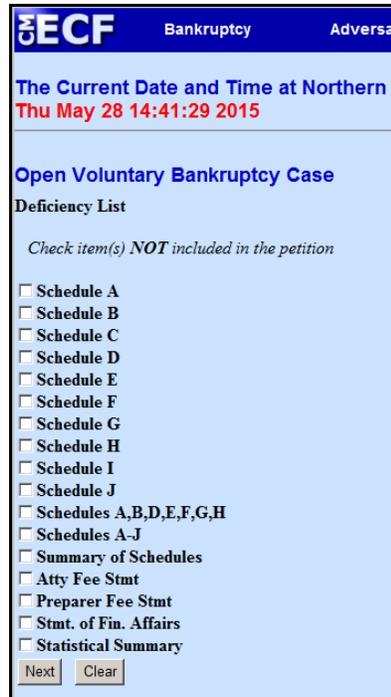
Form B22A

Line 1A: Veteran's declaration	<input type="checkbox"/>
Line 1B: Declaration of non-consumer debts	<input type="checkbox"/>

Figure 11

- ◆ Enter the appropriate information in all fields and click **Next** to continue.

Step 14 If you selected "y" (yes) for **Deficiencies** on the **Case Data** screen, the **Deficiency List** screen will appear. (See Figure 12)



The screenshot shows a web interface for the ECF system. At the top, there is a blue header with the ECF logo, the word 'Bankruptcy', and 'Adversa'. Below the header, it displays the current date and time: 'The Current Date and Time at Northern Thu May 28 14:41:29 2015'. The main content area is titled 'Open Voluntary Bankruptcy Case' and 'Deficiency List'. It includes a note: 'Check item(s) NOT included in the petition'. Below this, there is a list of items with checkboxes: Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, Schedule G, Schedule H, Schedule I, Schedule J, Schedules A,B,D,E,F,G,H, Schedules A-J, Summary of Schedules, Atty Fee Stmt, Preparer Fee Stmt, Stmt. of Fin. Affairs, and Statistical Summary. At the bottom of the list, there are two buttons: 'Next' and 'Clear'.

Figure 12

- ◆ Place a ✓ in the box for each required document that is **NOT** included in the petition.
- ◆ Click **Next** to continue.

Step 15 The **Select a PDF Document** screen appears. (See Figure 13)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court is:
Tue May 10 14:27:52 2011

Open Voluntary Bankruptcy Case

Select the pdf document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: No Yes

Figure 13

NOTE: The PDF file may include the Voluntary Petition, Exhibit D to the Voluntary Petition, Statement of Financial Affairs, Summary of Schedules, Statistical Summary (Form 6), Schedules A-J, Form B22 (Income Form), Attorney Fee Disclosure, Statement of Intention, and Verification of Matrix.

NOTE: The Statement of Social Security Number and Certificate of Credit Counseling must be filed separately.

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your 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 13b)

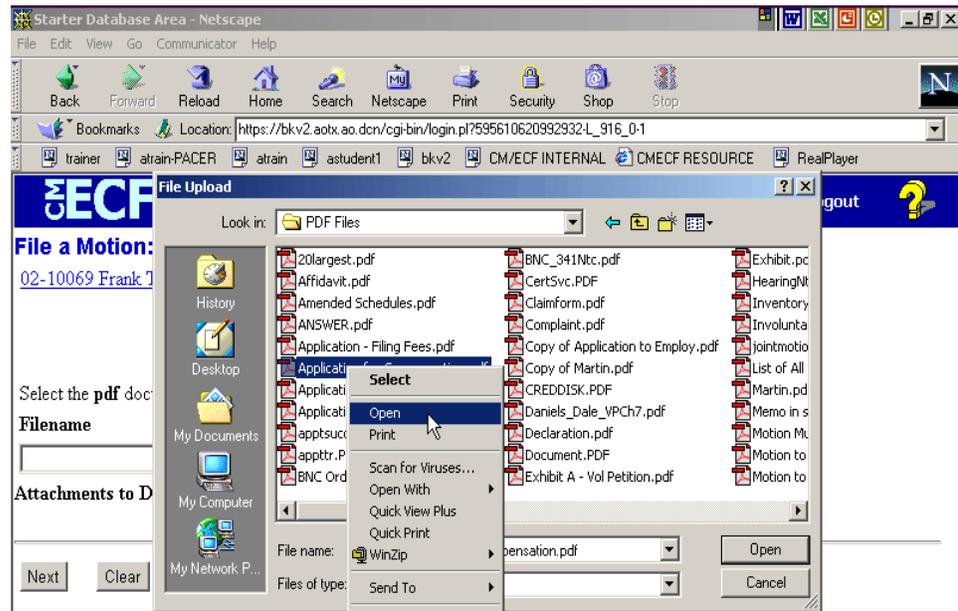


Figure 13b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 13c)

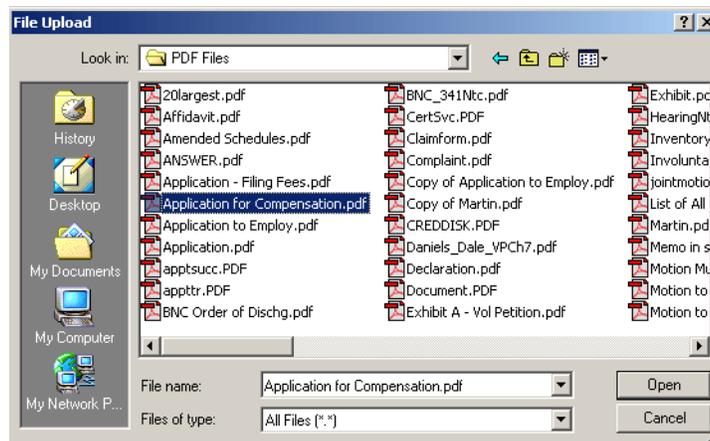
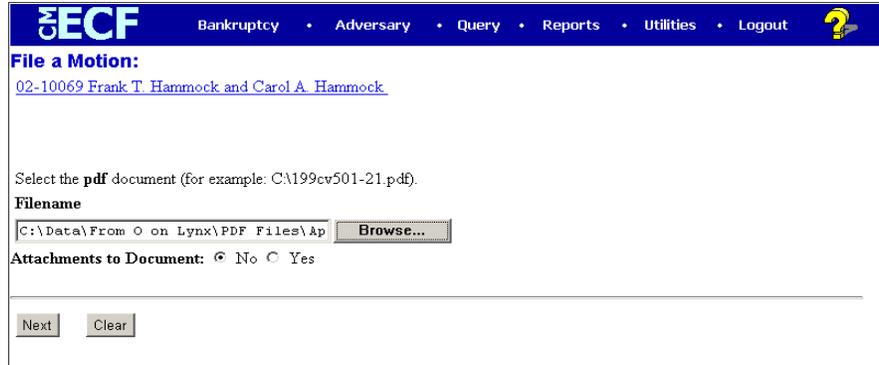


Figure 13c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 13d)

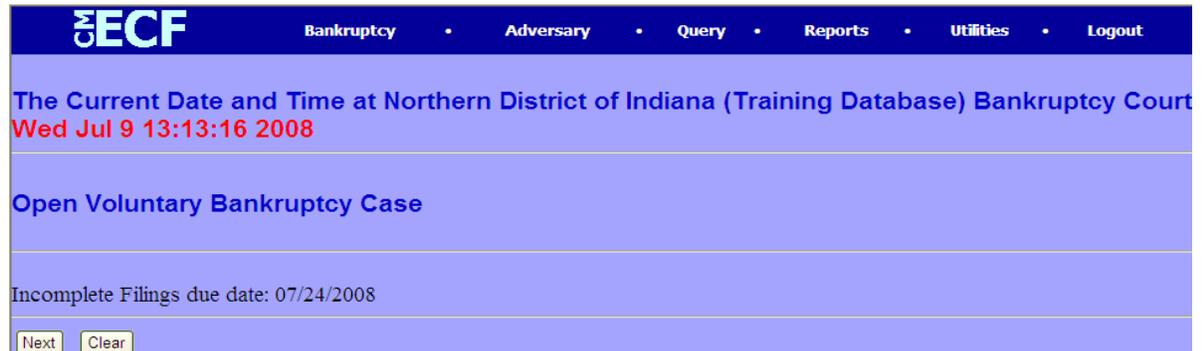


The screenshot shows the ECF interface for filing a motion. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File a Motion:" followed by a link to "02-10069 Frank T. Hammock and Carol A. Hammock". Below this, there is a prompt: "Select the pdf document (for example: CA199cv501-21.pdf)". A "Filename" field contains the path "C:\Data\From on Lynx\PDF Files\Ap" and a "Browse..." button. There is also a radio button selection for "Attachments to Document:" with "No" selected. At the bottom, there are "Next" and "Clear" buttons.

Figure 13d

- Click **Next** to continue.

Step 16 The **Incomplete Filings Due Date** screen displays if “yes” was chosen in response to the deficiencies question. (See Figure 14)



The screenshot shows the ECF interface for the "Incomplete Filings Due Date" screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court" followed by the date and time "Wed Jul 9 13:13:16 2008". Below this, there is a section titled "Open Voluntary Bankruptcy Case" and a field for "Incomplete Filings due date: 07/24/2008". At the bottom, there are "Next" and "Clear" buttons.

Figure 14

- ◆ Make a note of the due date and click **Next** to continue.

Step 17 The **Presumption Arises** screen displays. (See Figure 15)

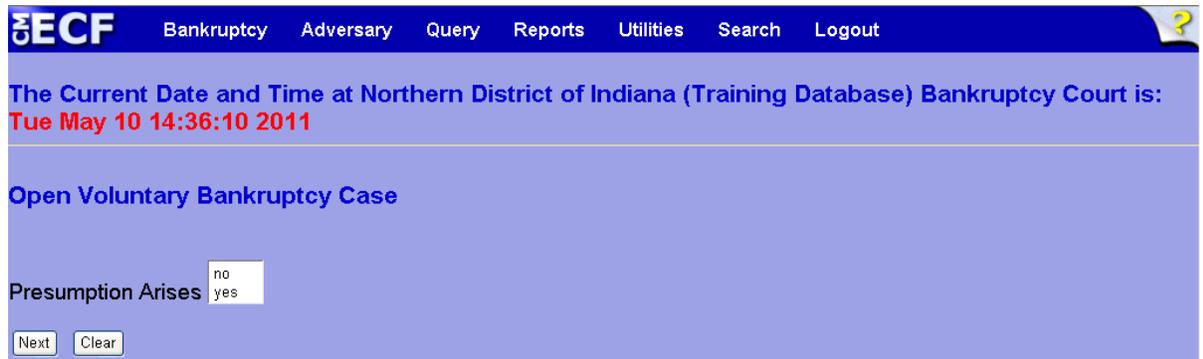


Figure 15

- ◆ Select the appropriate response (**no** or **yes**).

NOTE: If the case is filed by an individual debtor who qualifies for the exclusion as a member of the National Guard or Reserves, set the presumption of abuse to **No**.

NOTE: If the case is filed by joint debtors, set the flag to whatever value is appropriate for the debtor who is not in the National Guard or Reserves as shown in the table below:

If:	And:	Then:
One debtor has an exclusion	there is no presumption of abuse for the second debtor	set the presumption of abuse flag to No .
One debtor has an exclusion	there is a presumption of abuse for the second debtor	set the presumption of abuse flag to Yes .
One debtor has an exclusion	the second debtor also claims an exclusion	set the presumption of abuse flag to No .

- ◆ Click **Next** to continue.

Step 18 The **Receipt #** screen appears. (See Figure 16)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court is:
Tue May 10 14:38:40 2011

Open Voluntary Bankruptcy Case

Leave the receipt field **BLANK** if you are paying via the Internet.

Enter N/A in the receipt field if this is a non-fee event

Receipt #: Fee: \$299

Figure 16

- ◆ Leave the Receipt # field blank and click **Next** to continue.

Step 19 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 17)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court is:
Tue May 10 14:41:16 2011

Open Voluntary Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition [Financial Affairs, Schedules A-J], **Fee Amount \$299 Filed by Michelle Marie Thomas . (Miller, William)**

Figure 17

- ◆ Add text to this entry to list all documents included in the PDF file and click **Next** to continue.

Step 20 The **Docket Text: Final Text** screen displays. (See Figure 18)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

The Current Date and Time at Northern District of Indiana (Training Database) Bankruptcy Court is:
Tue May 10 14:44:40 2011

Open Voluntary Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition Statement of Financial Affairs, Schedules A-J, Attorney Fee Disclosure, Verification of Matrix, Summary of Schedules, Exhibit D and Means Test. Fee Amount \$299 Filed by Michelle Marie Thomas. (Miller, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

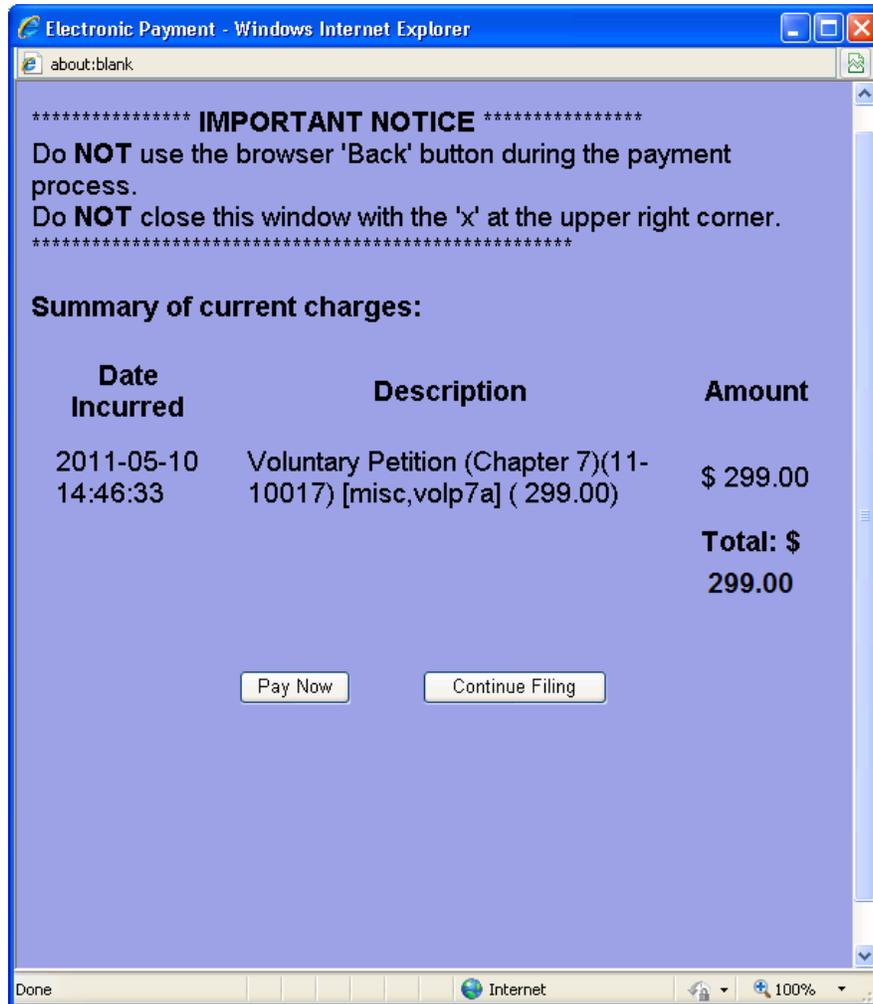
Figure 18

- ◆ Proof this screen carefully! This is what will appear on the docket.
 - If docket text is incorrect, click the browser **Back** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event by clicking **Next**.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the ECF Main Menu Bar.

NOTE: **This is the last opportunity to make any changes before the case is officially opened.**

- ◆ Click **Next** to continue. The case number will now be assigned.

Step 21 The **Electronic Payment** screen appears. (See Figure 19)



- ◆ ECF will keep track of fees due. At this screen, click either **Pay Now** or **Continue Filing**. If you click **Pay Now**, accumulated filing fees will be paid via the internet at this time. (See Figure 19a)

Online Payment - Netscape

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Billing Address: *

Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 19a

- ◆ If **Continue Filing** is chosen, the payment box (Figure 19 on previous page) will disappear, which allows you to continue with other filings until your filing session is complete.
- ◆ When your filing session is complete, click **Utilities** on the ECF main menu bar and click on **Internet Payments Due**. You can either view the tally of fees accumulated and click **Continue Filing**, or click **Pay Now**.
- ◆ A history of internet payments is also available by clicking **Utilities** on the ECF main menu bar and clicking **Internet Payment History**. This report displays a history of payments made via the internet in a given date range.

Step 22 The **Notice of Bankruptcy Case Filing** screen displays. (See Figure 20)

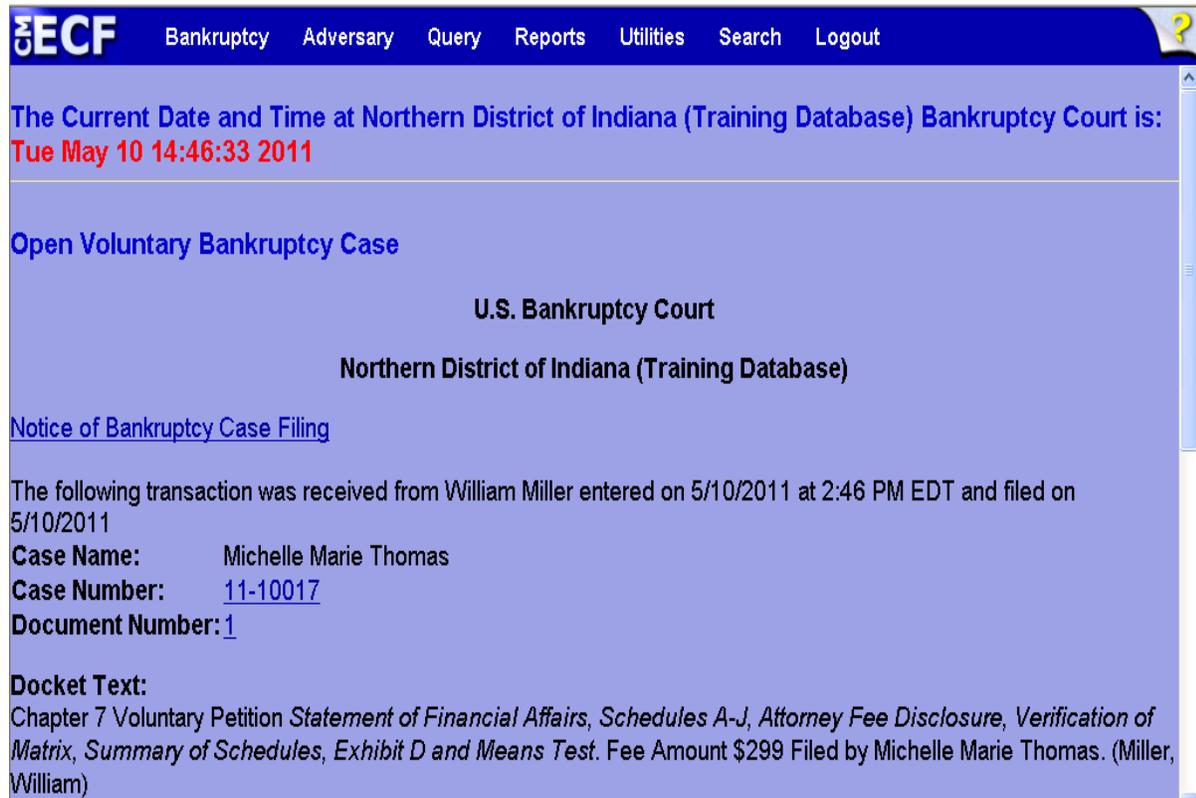


Figure 20

- ◆ The **Notice of Bankruptcy Case Filing** is verification that the filing is now an official court document.
- ◆ Make a note of the case number. Clicking on the case number hyperlink ([11-10017](#)) will display the docket report for this case.
- ◆ Clicking on the document number hyperlink ([1](#)) will display the PDF image of the petition just filed.

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

- Step 23** If you click on the [Notice of Bankruptcy Case Filing](#) link near the top of the page, the Notice of Bankruptcy Case Filing will be displayed. (See Figure 21)

The screenshot displays the ECF (Electronic Case Filing) interface for the Northern District of Indiana. The header includes navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Notice of Bankruptcy Case Filing" and contains the following information:

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 05/10/2011 at 2:46 PM and filed on 05/10/2011.

Michelle Marie Thomas
 687 Southwestern St.
 Fort Wayne, IN 46806
 SSN / ITIN: xxx-xx-1268
 aka
Shelly Marie Thomas

The case was filed by the debtor's attorney:

William Miller
 123 S. Main Street
 PO Box 200
 South Bend, IN 46601

The case was assigned case number 11-10017.

In most instances, the filing of the bankruptcy case automatically stays certain collection and other actions against the debtor and the debtor's property. Under certain circumstances, the stay may be limited to 30 days or not exist at all, although the debtor can request the court to extend or impose a stay. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized. Consult a lawyer to determine your rights in this case.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our *Internet* home page <http://www.innb.uscourts.gov/> or at the Clerk's Office, 401 South Michigan Street, South Bend, Indiana 46601.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

Christopher DeToro
 Clerk, U.S. Bankruptcy Court

On the right side of the page, there is a circular seal of the United States Bankruptcy Court, Northern District of Indiana, with a "FILED" stamp indicating the filing date and time: 05/10/2011 at 2:46 PM.

Figure 21

- ◆ This notice summarizes pertinent details and participants of this case. It may be saved or printed.
- ◆ The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu selection at any time.

Judge/Trustee/341 Assignment

****NOTE**** Creditors must be uploaded into the creditor database before the Judge/Trustee/341 function can be used. If you have not done so, upload the creditor matrix into the creditor database at this time. (Refer to separate application instructions titled **Creditor Matrix Upload**).

Step 1 Click the [Bankruptcy](#) link on the CM/ECF Main Menu Bar. (See Figure 1)



Figure 1

Step 2 The Bankruptcy Events screen displays. (See Figure 2)

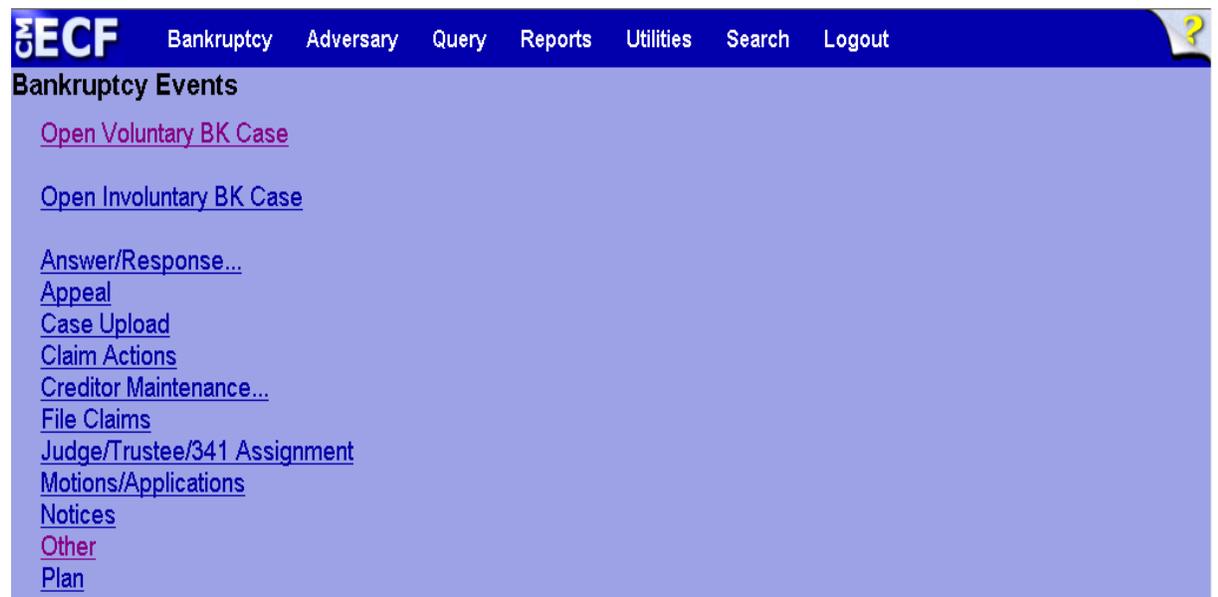


Figure 2

◆ Click [Judge/Trustee/341 Assignment](#).

Step 3 The **341 Judge and Trustee** screen will display. (See Figure 3)

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout					
This may take a few minutes...Please be patient. A confirmation screen will appear.					
341 Judge And Trustee					
Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
3-30109	Thomas McDonald	7	First Meeting of Creditors with 341(a) meeting to be held on 09/21/2003 at 09:00 AM at One Michiana Square, 5th Floor. Objections for Discharge due by 11/20/2003. (Feller, Tina)	Dees,HarryC.	Ransel,J.Richard

◆The **Figure 3** judge and trustee assignment and §341 meeting date and time is displayed.

NOTE: This screen (Figure 3) is a confirmation screen. Any link from the ECF Main Menu Bar may be clicked at this time.

Statement of Social Security Number

As mentioned in **Step 15**, the Statement of Social Security Number must be filed as a separate document and cannot be part of the voluntary petition PDF file. After completing the above steps, proceed with the following steps.

Step 1 Click the **Bankruptcy** link on the ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

◆ Click **Other**.

Step 3 The **Case Number** screen displays. (See Figure 3)

Figure 3

- ◆ Enter the case number and click **Next** to continue.

Step 4 The **Available Events** screen is displayed. (See Figure 4)

Figure 4

- ◆ To locate the event, either scroll down the selection box or start typing in the box above **Available Events**. In this example, start typing "statement" until Statement Re: SSN is displayed in the **Available Events** list.
- ◆ When the event is located, highlight it with your mouse, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the correct event is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Joint Filing with other attorney** screen appears. (See Figure 5)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[09-30006-hcd Frank L. Smith](#)

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR

Joint filing with other attorney(s).

Next Clear

◆ **Figure 5**

If this is a joint filing with another attorney from your office, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Party Selection** screen appears. (See Figure 6)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[11-10017 Michelle Marie Thomas](#)

Type: bk	Chapter: 7 v	Office: 1 (Fort Wayne)
Assets: n	Case Flag: CounDue, DebtEd	

Select the Party:

Gargula, Nancy J. [U.S. Trustee]
 Thomas, Michelle Marie [Debtor]

[Add/Create New Party](#)

Next Clear

Figure 6

◆ Highlight the debtor(s) and click **Next** to continue.

Step 7 The PDF Document Selection screen will then display. (See Figure 7a)

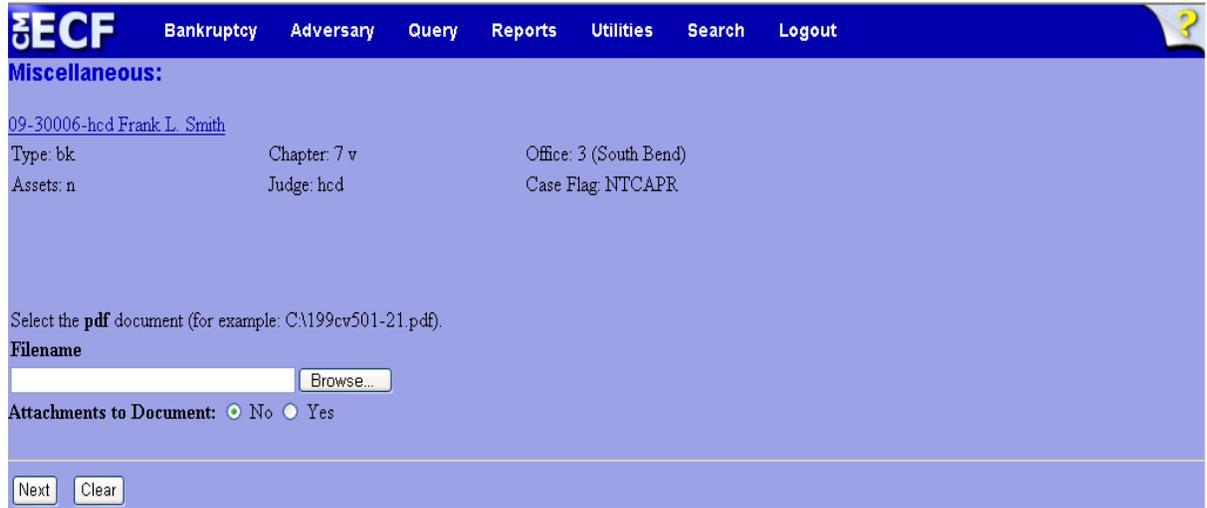


Figure 7a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your 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)

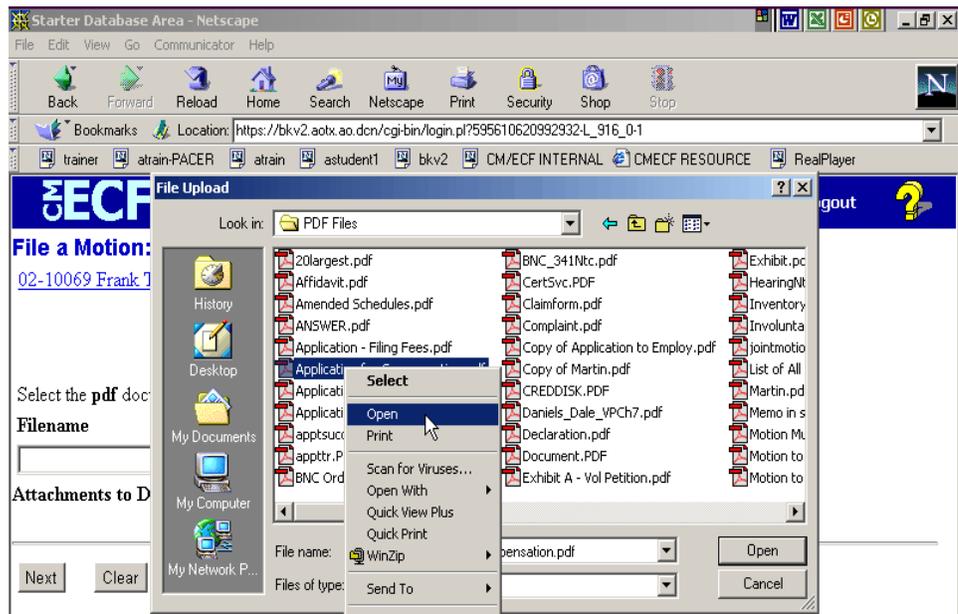


Figure 7b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 7c)

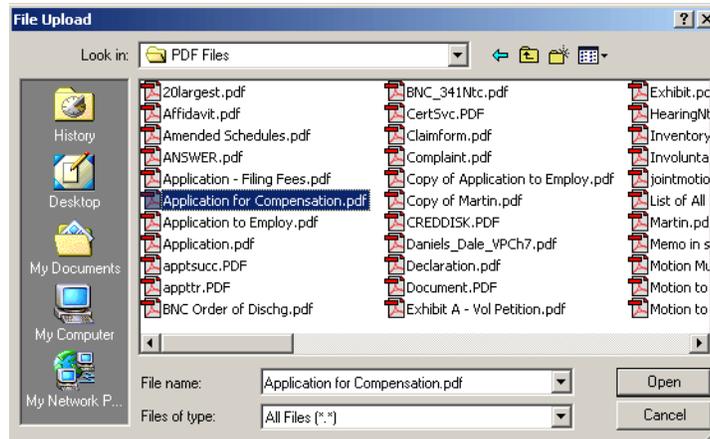


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)

Figure 7d

- Click **Next** to continue.

Step 8 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[11-10017 Michelle Marie Thomas](#)

Type: bk Chapter: 7 v Office: 1 (Fort Wayne)
 Assets: n Case Flag: CounDue, DebtEd

Docket Text: Modify as Appropriate.

Statement of Social Security Number(s) [redacted] Filed by Michelle Marie Thomas . (Miller, William)

Next Clear

Figure 8

- ◆ Text may be added to enhance docket text, but is not required.
- ◆ Click **Next** to continue.

Step 9 The **Docket Text: Final Text** screen displays. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[11-10017 Michelle Marie Thomas](#)

Type: bk Chapter: 7 v Office: 1 (Fort Wayne)
 Assets: n Case Flag: CounDue, DebtEd

Docket Text: Final Text

Statement of Social Security Number(s) Filed by Michelle Marie Thomas. (Miller, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?

Next Clear

Figure 9

- ◆ Proof this screen carefully! This is what will appear on the docket.
 - If the docket text is incorrect, click the browser **Back** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event by clicking **Next**.

- ◆ To abort or restart the transaction, click on the **Bankruptcy** link on the ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to make changes.
- ◆ Click **Next** to continue.

Step 10 The **Notice of Electronic Filing** screen displays.