

Signature Pages

For Attorneys

Pursuant to the Fifth 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 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 The Bankruptcy Events screen displays. (See Figure 2)

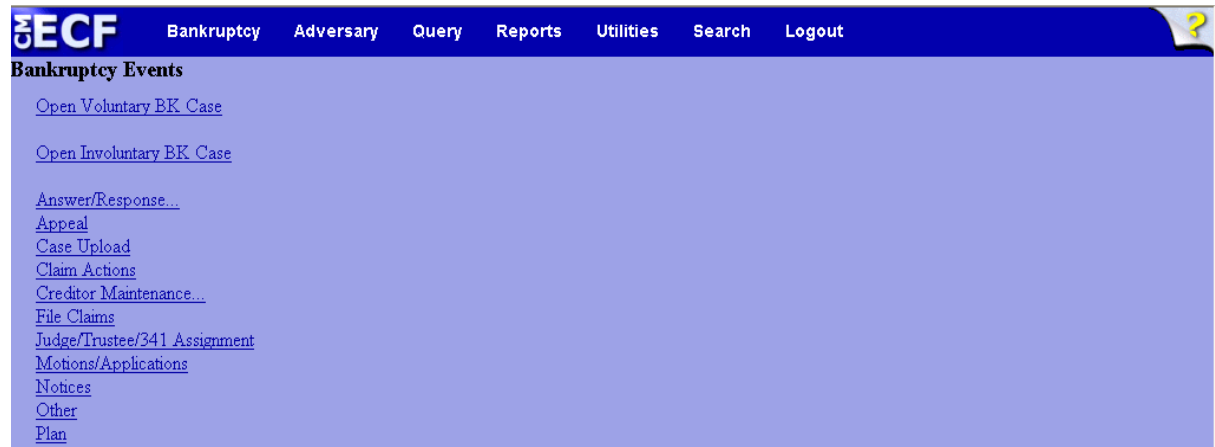


Figure 2

- ◆ Click **Other**.

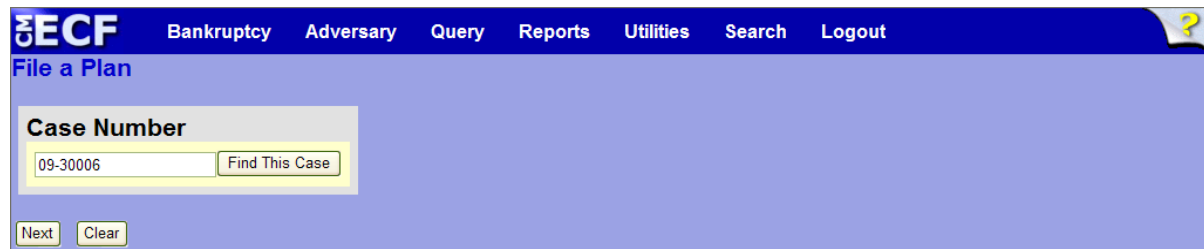


Figure 3

Step 3

The Case Number screen displays. (See Figure 3)

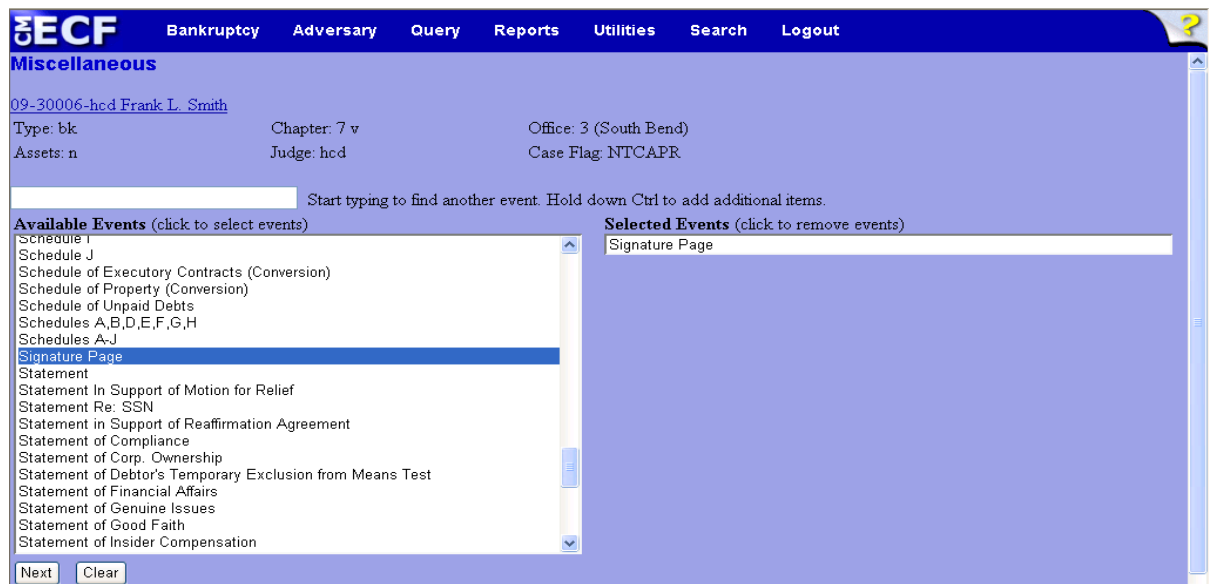
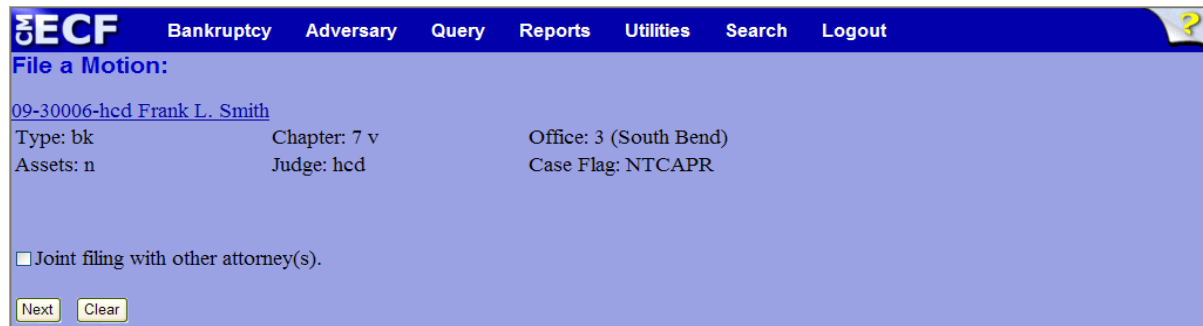


Figure 4

- ◆ Enter the case number in yy-nnnnn format and click **Next** to

Step 4

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



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

- ◆ To locate the event, either scroll down the selection box or start typing the event in the box above **Available Events**. In this example, start typing "signature" until "Signature Page" is displayed in the **Available Events** list.
- ◆ When Signature Page 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)

- ◆ If this is a joint filing with another attorney, 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:

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

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR, 707(b)

Filename

Attachments to Document: No Yes

Figure 7a

◆ Highlight the party filer and click **Next** to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

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

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

Select the Party:

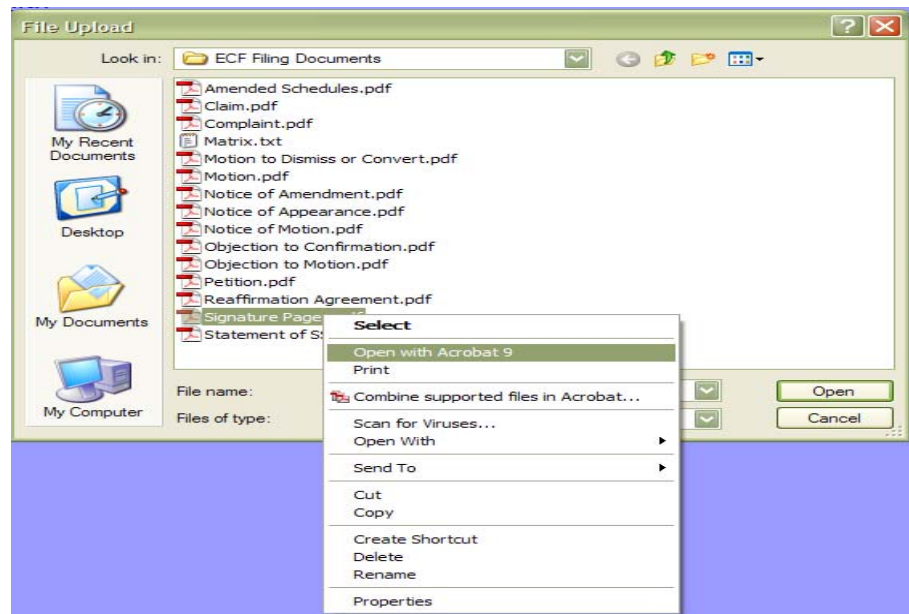
- Gargula, Nancy J. [U.S. Trustee]
- Second Star Bank, [Creditor]
- Smith, Frank L. [Debtor]**

[Add/Create New Party](#)

Figure 6

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

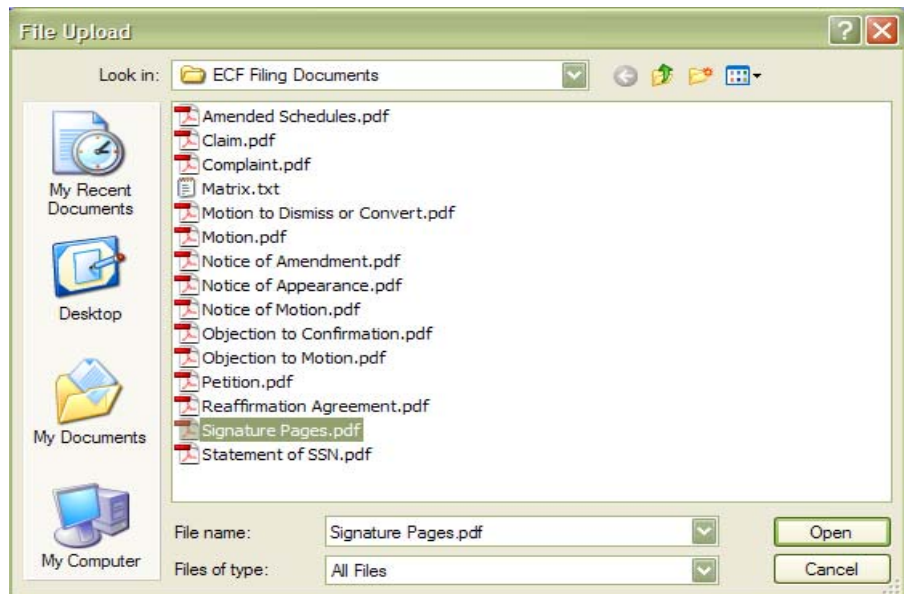


• This will launch Adobe Acrobat

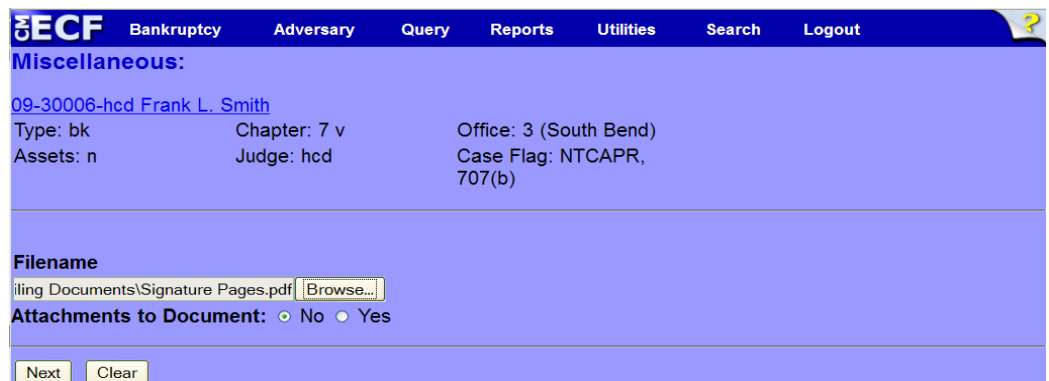
Figure 7b

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)



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



- **Figure 7d**
Click **Next** to continue.

Step 8 The **Category selection** screen displays. (See Figure 8)



Figure 8

- ◆ Select all categories in the slide box. By selecting all categories, it assures that the entire docket displays for ease in linking and click **Next** to continue.

Step 9 The **Event selection** screen displays. (See Figure 9)

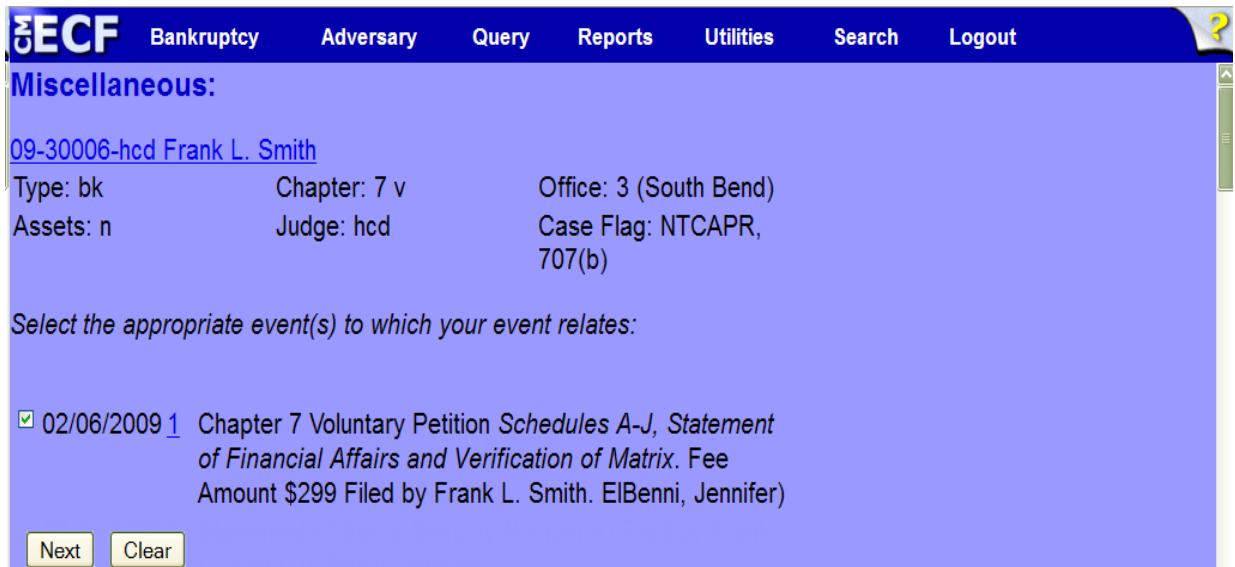


Figure 9

- ◆ Place a ✓ in the box next to the document that is related to the signature pages being filed.

Step 10 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 10)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

Docket Text: Modify as Appropriate.

Signature Page nancial Affairs and Verificat **Filed by Frank L. Smith (related document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Frank L. Smith). (Miller, William)**

Next Clear

Figure 10

- ◆ Additional text is not required to be entered in the text boxes provided, however in the example above, the attorney added text to describe which signature pages are being filed.
- ◆ Click **Next** to continue.

Step 11 The **Docket Text: Final Text** screen displays. (See Figure 11)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

Docket Text: Final Text

Signature Page for Voluntary Petition, Schedules, Statement of Financial Affairs and Verification of Matrix Filed by Frank L. Smith (related document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Frank L. Smith). (Miller, William)

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

Next Clear

Figure 11

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:

- Click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 12 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.