

# Statement of Current Monthly Income (Official Form B22)

## *For Attorneys*

This instruction demonstrates the filing of a Statement of Current Monthly Income for individual debtors (Official Form B22) when filed separately from the voluntary petition PDF.

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



Figure 1

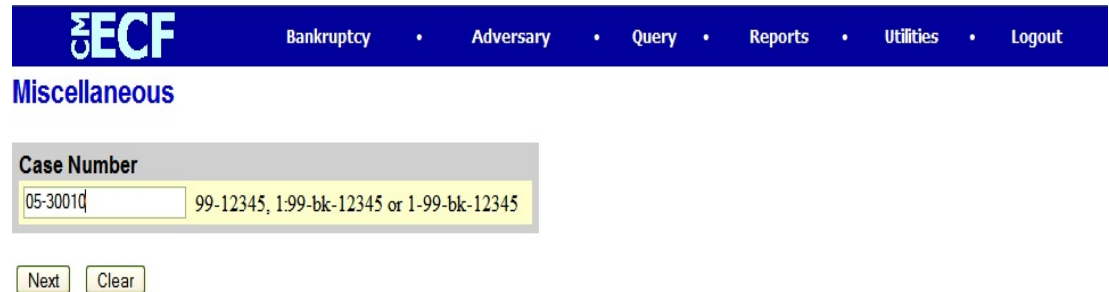
**STEP 2** The **Bankruptcy Events** screen displays (See figure 2).



Figure 2

◆ Click the Other hyperlink.

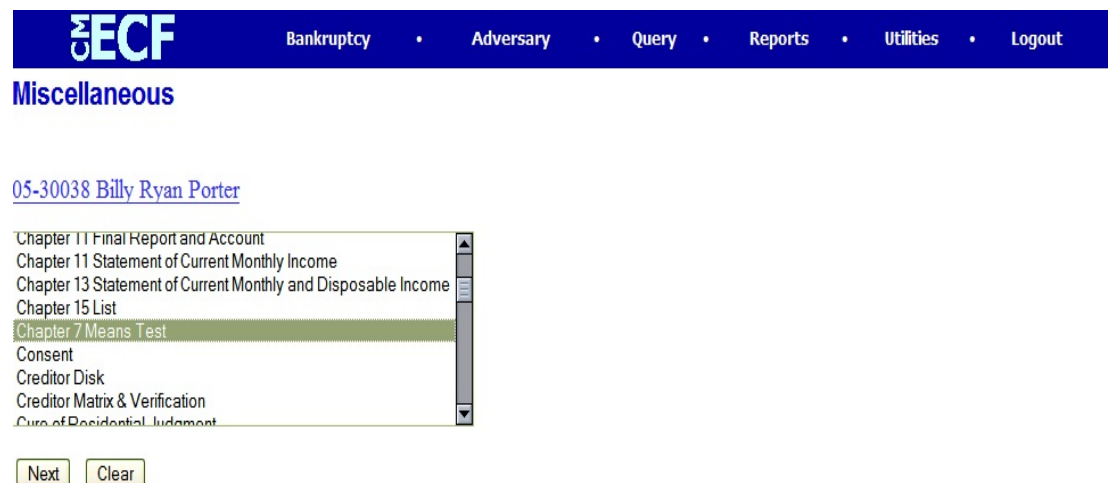
**STEP 3** The **Case Number** screen displays (See figure 3).



**Figure 3**

- ◆ Enter the case number, including the hyphen and click **Next**.

**STEP 4** The **Document Selection** screen displays next (See figure 4).

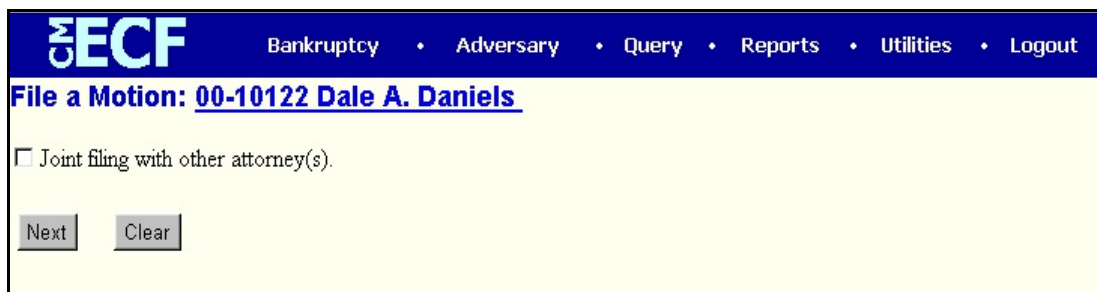


**Figure 4**

- ◆ Highlight **Chapter 7 Means Test** and click **Next**.

**NOTE:** If the case is a Chapter 13, highlight **Chapter 13 Statement of Current Monthly and Disposable Income**, if the case is a Chapter 11 individual, highlight **Chapter 11 Statement of Current Monthly Income**.

**STEP 5** The **JOINT FILING** screen displays (See figure 5).



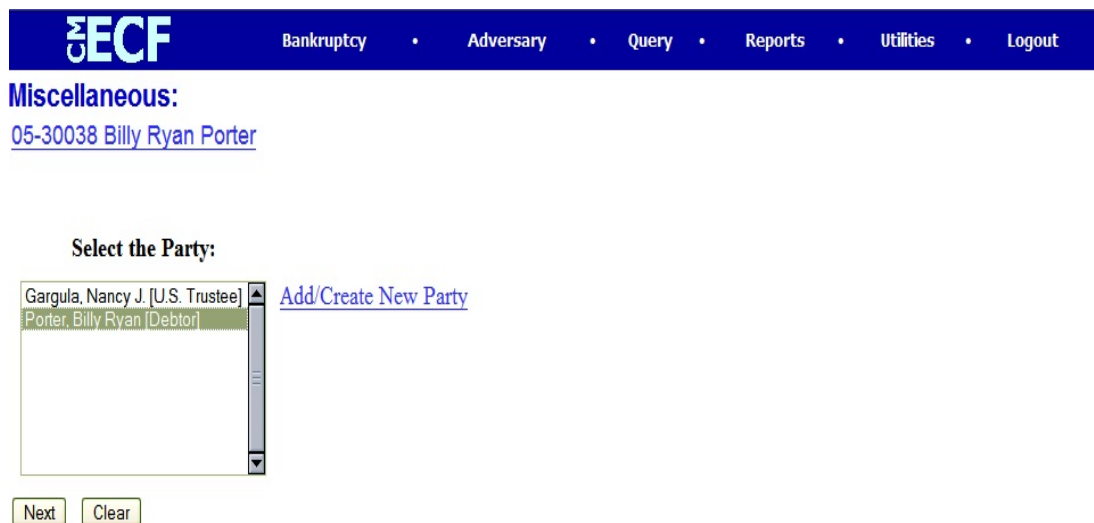
**Figure 5**

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this notice, skip this screen.

If this is a joint filing with another attorney and the box is checked, a listing of attorneys presently on the case will be presented for selection.

- ◆ Click **Next**.

**STEP 6** The **Party Selection** screen displays (See figure 6).



**Figure 6**

- ◆ Highlight the appropriate party and click **Next**.

**STEP 7** The **PDF Document Selection** screen displays (See figure 7).

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

Miscellaneous:  
[05-30038 Billy Ryan Porter](#)

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

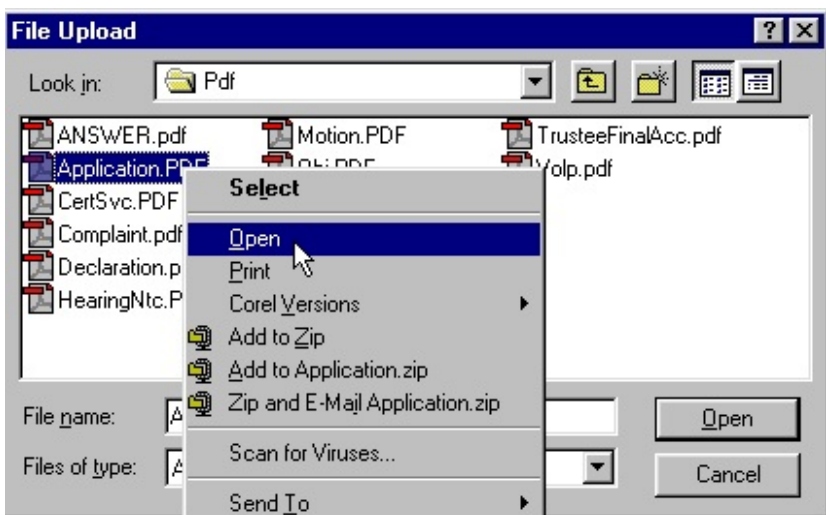
Filename  
 Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

**Figure 7**

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.
- 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 to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.  
(See Figure 7c)

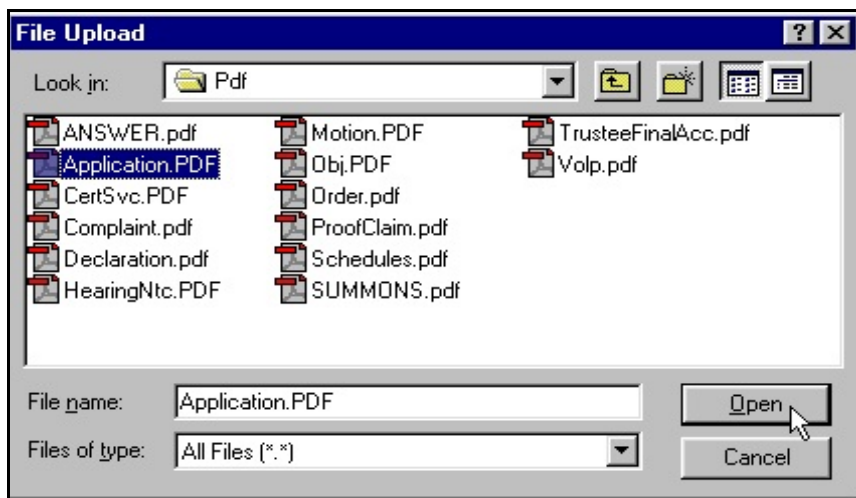


Figure 7c

- ◆ Click **[Next]**.

**STEP 8**

The **Presumption Arises** screen displays (See figure 8).

**Figure 8**

- ◆ Select the correct response (**No** or **Yes**) with your mouse and click **Next** to continue.

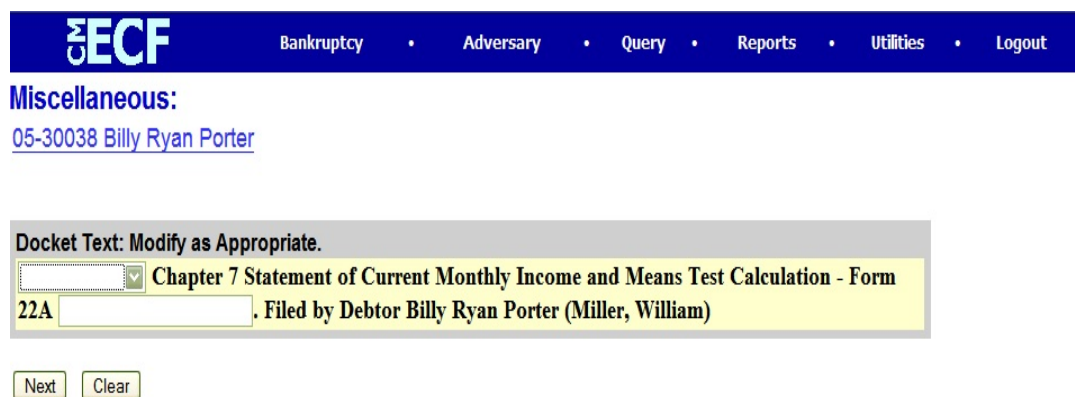
**STEP 9** The **With or Without?** screen appears (See figure 9).



**Figure 9**

- ◆ Enter the correct response and click **Next** to continue.

**STEP 10** The **Modify Docket Text** screen appears (See figure 10).



**Figure 10**

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Additional text can be added in the text box, if needed.
- ◆ Click **[Next]** to continue.

**STEP 11** The **Final Text** screen displays (See figure 11).

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

Miscellaneous:  
[05-30038 Billy Ryan Porter](#)

Docket Text: Final Text  
Chapter 7 Statement of Current Monthly Income and Means Test Calculation - Form 22A.  
Filed by Debtor Billy Ryan Porter (Miller, William)

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

**Figure 11**

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. 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 **Menu Bar**.

**STEP 12** The **Notice of Electronic Filing** screen displays (See figure 12).**U.S. Bankruptcy Court****Northern District of Indiana (Test Database)**

## Notice of Electronic Filing

The following transaction was received from Miller, William entered on 10/11/2005 at 3:04 PM CST and filed on 10/11/2005

**Case Name:** Billy Ryan Porter

**Case Number:** [05-30038](#)

**Document Number:** [2](#)

**Docket Text:**

Chapter 7 Statement of Current Monthly Income and Means Test Calculation - Form 22A. Filed by Debtor Billy Ryan Porter (Miller, William)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** W:\CMECF\PDFS\volp.pdf

**Electronic document Stamp:**

**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 present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.



**Notice of Electronic Filing:**

- Hyperlink to docket sheet
- Date and time stamp information
- Case Title
- Case number hyperlink to docket sheet?
- Docket text
  - Annotated text in italics
  - Text produced from docket event
  - Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

**Associated (PDF) documents:**

- |                            |   |
|----------------------------|---|
| Document description:      | Defaults to Main Document being docketed.   |
| Original filename:         | Filer's full directory path from firm or court's hard drive or network.   |
| Electronic document stamp: | Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption. |
| Document description:      | First <i>attached</i> document's description that was entered on the attachment screen by the filer.                  |
| Original filename:         | Filer's full directory path from the firm or court's hard drive or network.   |
| Electronic document stamp: | Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.           |

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.