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 <u>Bankruptcy</u> hyperlink on the CM/ECF Main Menu (See figure 1).

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

SECF	Bankruptcy	Adversary	Query •	Reports	Utilities	Logout
Bankruptcy Events						
Answer/Response						
Claim Actions						
<u>Creditor Maintenance</u> <u>File Claims</u>	÷					
Judge/Trustee Assignme Motions/Applications	ent					
Notices						
<u>Open a BK. Case</u> <u>Other</u>						
<u>Plan</u> Case Upload						
Figure 2						

• Click the <u>Other</u> hyperlink.

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



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

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

₹ECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout
Miscellaneous											
05-30038 Billy Ryan Porte	r										
Chapter 11 Final Report and Ac	count										
Chapter 11 Statement of Current	Monthly Income		E .								
Chapter 13 Statement of Current	Monthly and Disposabl	e Income									
Chapter 15 List											
Chapter 7 Means Test											
Consent											
Creditor Disk											



Creditor Matrix & Verification

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).

SECF	Bankruptcy	Adversary	• Query •	Reports • Utilities	• Logout
File a Motion: <u>00-</u>	10122 Dale A	. Daniels			
🗖 Joint filing with other	attorney(s).				
Next Clear					
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).

∂ECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout
Miscellaneous:											
05-30038 Billy Ryan Porter											
Select the Party:											
Gargula, Nancy J. [U.S. Trustee]	Add/Create 1	Vew Par	<u>ty</u>								
Next Clear											
Figure 6											

• Highlight the appropriate party and click **Next**.

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

∂ECF	Bankruptcy	• 1	Adversary	•	Query	•	Reports	•	Utilities	•	Logout
Miscellaneous:											
05-30038 Billy Ryan Porter											
Select the pdf document (for e	xample: C:\199	cv501-	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)

File Upload			? ×
Look in:	🔄 Pdf	- 🖻	📸 🔟
ANSWER. Application CertSvc.Pl Complaint. Declaration HearingNto	pdf Motion.PDF PDF Obj.PDF DF Order.pdf pdf ProofClaim.pd n.pdf Schedules.pd c.PDF SUMMONS.p	TrusteeFin Dolp.pdf df df	alAcc.pdf
File <u>n</u> ame: Files of <u>t</u> ype:	Application.PDF All Files (*.*)	×	<u>Open</u> Cancel

Figure 7c

- Click [Next].
- **STEP 8** The **Presumption Arises** screen displays (See figure 8).

5 ECF	Bankruptcy	•	Adversary	٠	Query	•	Reports	•	Utilities	•	Logout
Miscellaneous:											
05-30038 Billy Ryan Porter											
Presumption Arises											
Next Clear											
Figure 8											
Select the correct re	esponse (N	lo o	r Yes) wit	:h y	our m	ous	e and o	click	Next		

to continue.

STEP 10

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

Miscellaneous:											
05-30038 Billy Ryan Por	ter										
With or Without Certificat	te of Service?										
Next Clear											
Figure 9											
Enter the correct	response ar	nd clic	ck Next t	0 00	ontinu	e.					
	· - ·		,	~	<i>c</i> .	4.0					
The Modify Doc	ket Text scr	een a	ppears (See	figur	e 10).				
The Modify Docl	ket Text scr	een a	ppears (See	figur	e 10).		Utilities		Logout
The Modify Docl	ket Text scr Bankruptcy	een a	ppears (Adversary	See •	figur _{Query}	e 10). Reports	·	Utilities	•	Logout
The Modify Dock	ket Text scr Bankruptcy	een a	ppears (Adversary	See	figur Query	e 10). Reports	•	Utilities	•	Logout
The Modify Dock EECF Miscellaneous: 05-30038 Billy Ryan Po	ket Text scr Bankruptcy	een a	ppears (Adversary	See	figur Query	e 10). Reports	•	Utilities	•	Logout
The Modify Dock SECF Miscellaneous: 05-30038 Billy Ryan Po	ket Text scr Bankruptcy	een a	ppears (Adversary	See	figur Query	e 10). Reports	•	Utilities	•	Logout
The Modify Dock EECF Miscellaneous: 05-30038 Billy Ryan Po	ket Text scr Bankruptcy	een a	ppears (Adversary	See	figur Query	e 10). Reports	•	Utilities	•	Logout
The Modify Dock	ket Text scr Bankruptcy Irter Appropriate.	een a	ppears (Adversary	See	figur Query	e 10). Reports	•	Utilities	•	Logout
The Modify Dock	ket Text scr Bankruptcy rter Appropriate. 7 Statement of C	een a •	ppears (Adversary	See me an	figur Query d Mean	e 10). Reports Calculati	• on - F	Utilities `orm	•	Logout
The Modify Dock	ket Text scr Bankruptcy htter Appropriate. 7 Statement of C J. Filed by Deb	een a urrent M tor Billy	ppears (Adversary Ionthly Inco Ryan Porter	See me an r (Mill	d Mean er, Willi	e 10 • s Test iam))). Reports Calculati	• on - F	Utilities [`] orm	•	Logout
The Modify Dock	ket Text scr Bankruptcy Inter Appropriate. • 7 Statement of C • Filed by Deb	een a urrent M tor Billy	ppears (Adversary Ionthly Inco Ryan Porter	See • • me an r (Mill	d Mean er, Willi	e 10 • • s Test iam))). Reports <mark>Calculati</mark>	• on - F	Utilities	•	Logout
The Modify Dock	ket Text scr Bankruptcy rter Appropriate. 7 Statement of C , Filed by Deb	een a urrent M tor Billy	ppears (Adversary Ionthly Inco Ryan Porter	See me an r (Mill	d Mean d Mean	e 10 • s Test iam))). Reports Calculati	• on - F	Utilities Form	•	Logout

- 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).



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.

Next Clear

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 <u>Bankruptcy</u> hyperlink on the **Menu Bar**.

STEP 12 The **Notice of Electronic Filing** screen displays (See figure 12).

ਰ ECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	
Miscellaneous:												
05-30038 Billy Ryan Porter												

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 attached 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.