

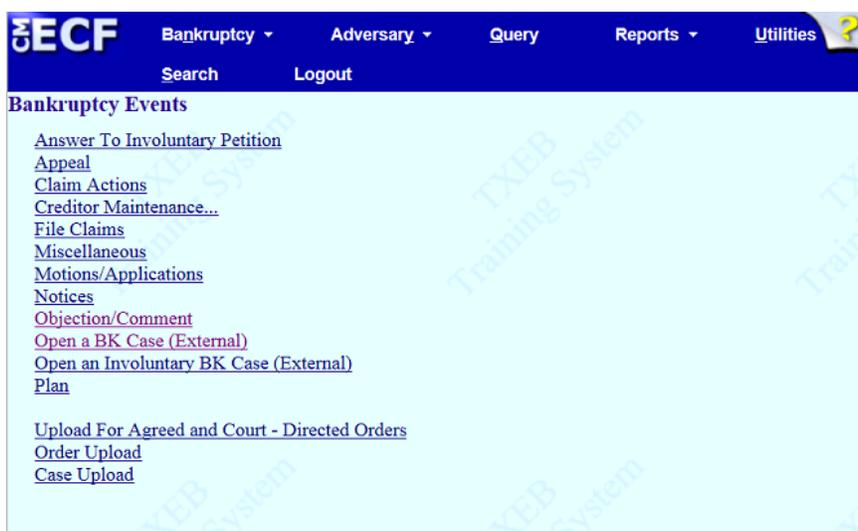
## CM/ECF DOCKETING/FILING PROCEDURE For Attorneys BANKRUPTCY CASE OPENING

This docketing procedure is completed as part of the new bankruptcy case filing in order to obtain a new bankruptcy case number.

**Step 1** Click on the “Bankruptcy” hyperlink link on the blue CM/ECF Main Menu Bar



**Step 2** The Bankruptcy Events Menu displays. Click *Open A BK Case (External)*



**Step 3****Case Information Screen Appears**

Select Chapter and Joint Petition - Deficiencies should remain as “n”

ECF Bankruptcy Adversary Query Reports Utilities ?

Search Logout

## Open New Bankruptcy Case (External)

Case type bk  
Date filed 5/10/2018  
Chapter   
Joint Petition   
Deficiencies

Next Clear

**Step 4****Search for a Debtor screen appears**

Enter Debtor's Name, Click Search

ECF Bankruptcy Adversary Query Reports Utilities ?

Search Logout

## Open New Bankruptcy Case (External)

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

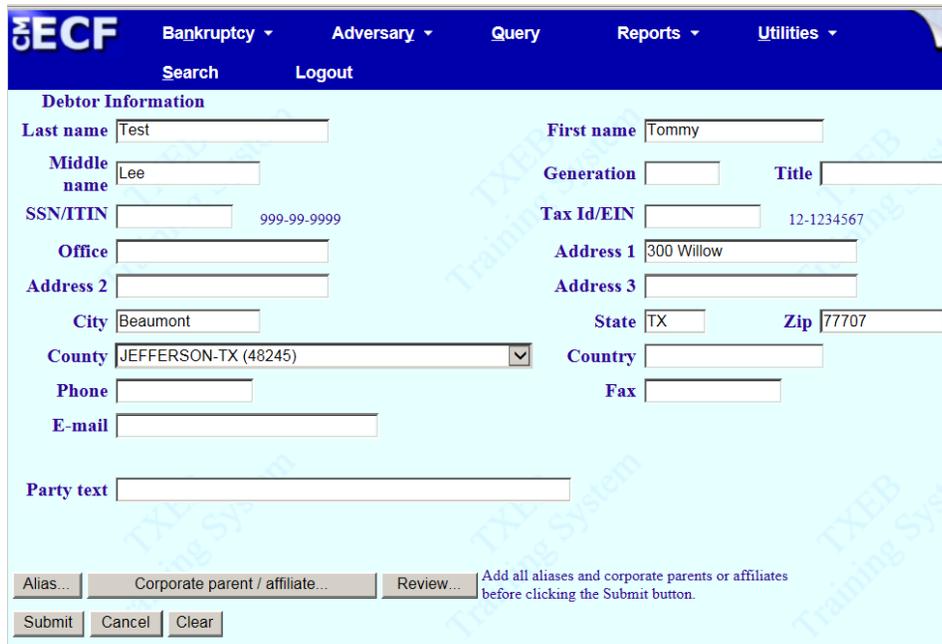
Search Clear

Review the party search results – if correct debtor name/address appears in the list, select the name – click on *Select Name From List*

If search results reflect “No Person Found” – click on *Create New Party* and enter Debtor's information

If debtor has an alias, click on the *Alias* button and add alias and select role (i.e. aka, dba, etc.) - click on Add aliases

**Debtor Information** screen appears again – click **Submit**



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

**Debtor Information**

Last name  First name   
 Middle name  Generation  Title   
 SSN/ITIN  999-99-9999 Tax Id/EIN   
 Office  Address 1   
 Address 2  Address 3   
 City  State  Zip   
 County  Country   
 Phone  Fax   
 E-mail   
 Party text

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

**Step 5** “Office” will default to appropriate division based on the county of the debtor – click **Next**



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

# Open New Bankruptcy Case (External)

Office is set to **Beaumont** based on the county of the debtor (**JEFFERSON-TX - 48245**).

Next Clear

**Step 6 Case Data Information Screen appears**

Select the appropriate answers – click Next

- Asset notice should be “yes” for Chapter 11 & Chapter 13 cases
- If Corporation, Nature of Business must be selected

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾  
Search Logout

## Open New Bankruptcy Case (External)

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

**Step 7** *Summary of Assets and Liabilities and Certain Statistical Information* screen appears

**Enter all information from the schedules of assets & liabilities – click Next**

The screenshot shows the ECF system interface for opening a new bankruptcy case. The page title is "Open New Bankruptcy Case (External)" and the sub-header is "Summary of Assets and Liabilities and Certain Statistical Information". Below the header, there is a instruction: "Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided." The main content is a table with four columns: "NAME OF SCHEDULE/FORM", "ASSETS", "LIABILITIES", and "OTHER". The rows include various schedules and their totals, with input fields for each. At the bottom of the table, there are "Next" and "Clear" buttons.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule A/B - Total Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule D - Total Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Priority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Nonpriority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule I - Monthly Income	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule J - Monthly Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Clear

**Step 8** *Additional Schedule Information* Screen appears  
**Enter information from schedules listed – click Next**

The screenshot shows the ECF system interface for opening a new bankruptcy case. The page title is "Open New Bankruptcy Case (External)". Below the header, there is a section titled "Schedules" with several input fields for specific schedule information. At the bottom of the section, there are "Next" and "Clear" buttons.

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 23c: Monthly net income

Next Clear

**Step 9** Screen appears for the browsing/uploading of pdf documents – click Next once all pdfs are uploaded

- the voluntary petition, schedules & statements, and matrix can be uploaded as one single pdf
- all documents should be redacted before they are uploaded
- the Disclosure of Compensation of Attorney of Debtor should not be included in the petition pdf and must be docketed as a separate entry
- the Certificate of Credit Counseling must be docketed as a separate entry



**Step 10**      **Questions appear regarding Schedules and Chapter 13 Plan**

**Select the appropriate answer (with/without) – click Next**

ECF    Bankruptcy ▾    Adversary ▾    Query    Reports ▾    Utilities ▾    Search    ?  
Logout

## Open New Bankruptcy Case (External)

ALL PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS. OTHERWISE, THE FEE WILL BE CHARGED TO YOUR CREDIT CARD IMMEDIATELY!

NOTICE - A Filing Fee Is Required For The Filing Of This Document! If You Are An Attorney You Will Be Directed To The Credit Card Payment Screen After Docketing This Item!

With or Without Schedules, statements, or other required documents? Submit to Accept Default

With

With or Without Chapter 13 Plan? Submit to Accept Default

With

Fee: \$310

Next    Clear

**Step 11**      **Click Next**

ECF    Bankruptcy ▾    Adversary ▾    Query    Reports ▾    Utilities ▾    Search    Logout

## Open New Bankruptcy Case (External)

Next    Clear

**Step 12**      **Click Next**

ECF    Bankruptcy ▾    Adversary ▾    Query    Reports ▾    Utilities ▾    Search    Logout

## Open New Bankruptcy Case (External)

Next    Clear

**Step 13** Final Text screen appears – click Next



**Step 14** Summary of Current Charges screen appears on top of the Notice of Bankruptcy Case Filing screen – you have the option to Pay Now or Continue Filing



**Step 15**

**The last screen you receive is the Notice of Bankruptcy Case Filing – this notice contains the case number assigned and document number associated with the document filed**

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open New Bankruptcy Case (External)". Below this, it identifies the court as the "United States Bankruptcy Court, Eastern District of Texas".

The section is titled "Notice of Bankruptcy Case Filing". The text states: "The following transaction was received from testattyb entered on 5/16/2018 at 12:08 PM CDT and filed on 5/16/2018".

Key details provided are:

- Case Name:** Teresa Lynn Test
- Case Number:** [18-10014](#)
- Document Number:** [1](#)

**Docket Text:**  
Chapter 13 Voluntary Petition With Schedules, Statements, and All Other Required Documents With Plan Filed by Teresa Lynn Test Document Due 05/21/2018 (testattyb)

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

- Document description:** Main Document
- Original filename:** TEST\_PDF.pdf
- Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=995489823 [Date=5/16/2018] [FileNumber=1241290-0] [c8bea86bc3b5d00195e3f8ab35ec876b6892ce07968a1b9706ecfa496dc3ab3529fc1c42a44238edfcfce54e02cc58a99bb11a9ac34ef7f4df2bc90754b6069]]

18-10014 Notice will be electronically mailed to:

18-10014 Notice will not be electronically mailed to: