

## 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” hypertext 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”**

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**

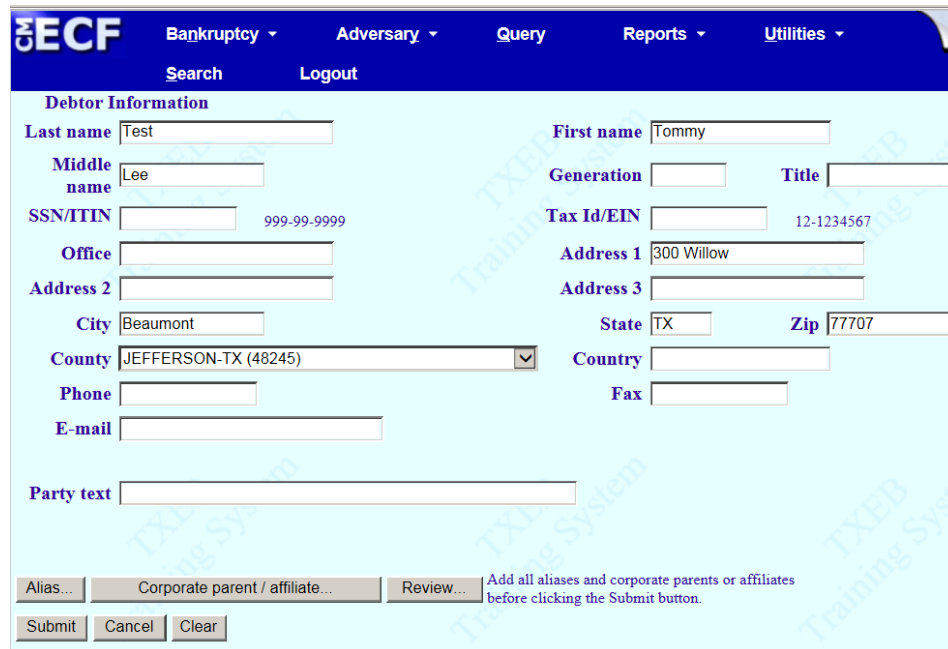
Search for a debtor  
SSN / ITIN  Tax ID / EIN   
Last/Business name   
First Name   
Middle Name   
Search Clear

**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**



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## 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

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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**

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### Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

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"/>

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

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### 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

**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

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## Open New Bankruptcy Case (External)

Filename  
Browse... TEST\_PDF.pdf

Attachments to Document: ☒ No ☐ Yes

Next Clear

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

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

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## 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**

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## Open New Bankruptcy Case (External)

Next Clear

**Step 12**      **Click Next**

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## Open New Bankruptcy Case (External)

Next Clear

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

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## Open New Bankruptcy Case (External)

Docket Text: Final Text

Chapter 13 Voluntary Petition. With Schedules, Statements, and All Other Required Documents With Plan Filed by Tommy Lee Test Document Due 05/15/2018.(testattyb)

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

**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***

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## Open New Bankruptcy Case (External)

United States Bankruptcy Court  
Eastern District of Texas

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from testattyb entered on 5/16/2018 at 12:08 PM CDT and filed on 5/16/2018

Case Name:            Teresa Lynn Test  
Case Number:        18-10014  
Document Number:

Docket Text: Chapter 13 Voluntary (testattyb)

The following documents were filed:

Document description: Original filename: T Electronic document [STAMP bkecfStamp: [c8bea86bc3b5d00191c42a44238edfccfe: 18-10014 Notice will 18-10014 Notice will testattyb on behalf of 300 Willow, Ste. 100 Beaumont, TX 77701 testust1

Date Incurred	Description	Amount
2006-09-27 10:20:34	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:43:19	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:44:38	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:58:17	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:58:57	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:00:59	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:02:20	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:03:44	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:04:22	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00
2006-09-27	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] ( 26.00)	\$ 26.00

Due 05/21/2018.



**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

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

## Open New Bankruptcy Case (External)

United States Bankruptcy Court  
Eastern District of Texas

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from testattyb entered on 5/16/2018 at 12:08 PM CDT and filed on 5/16/2018

**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 PlanFiled 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]  
 [c8bea86bc3b5d00195e3f8ab35ec876b6892ce07968a1b9706ecfa496dc3ab3529fc  
 1c42a44238edfcfcfe54e02cc58a99bb11a9ac34ef7f4df2bc90754b6069]]

**18-10014 Notice will be electronically mailed to:**

**18-10014 Notice will not be electronically mailed to:**