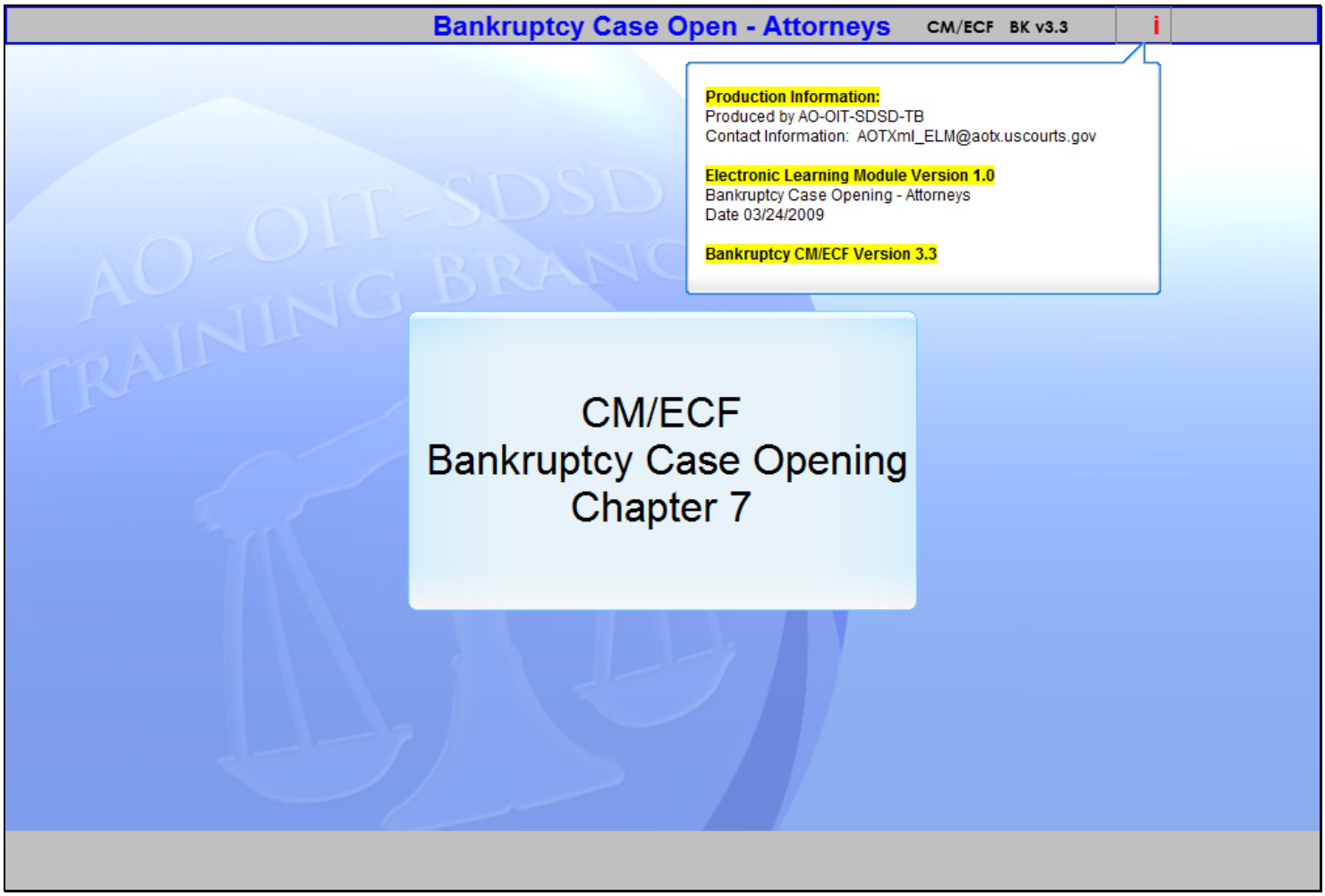
## Slide 1 - Introduction




### Slide notes

Welcome to the CM/ECF Bankruptcy Case Opening Chapter 7 module.

**Slide 2 - Navigation**

**Navigation Instructions:** Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

**Playback Controls:** Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

**Menu:** Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

**Closed Captioning:** Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

**Audio:** Click the **speaker icon** to toggle audio on or off.

**Additional Information:** Roll the mouse over the **"i"** located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

**Exit the Lesson:** To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit** from the menu.

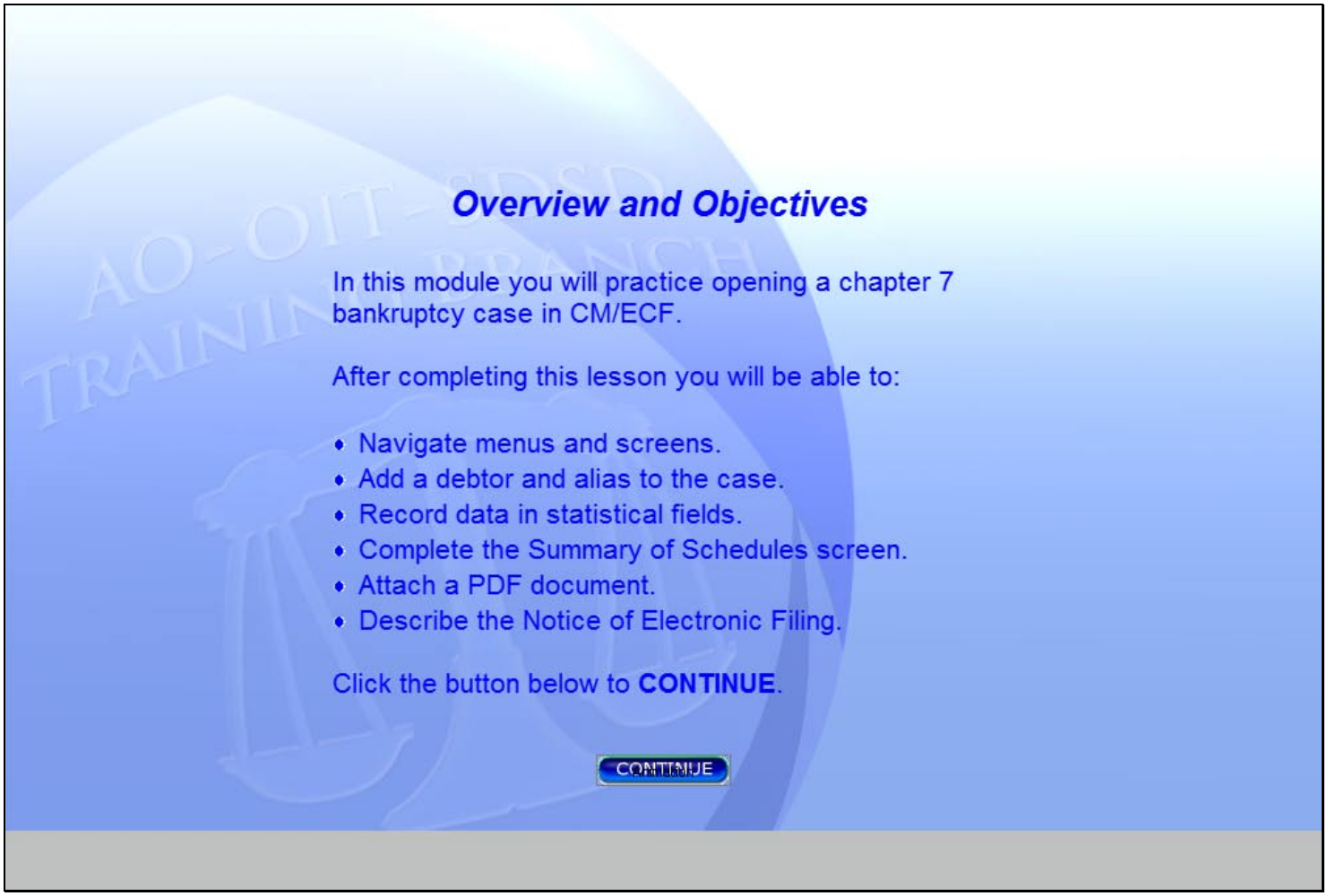
**Begin the Lesson:** Click the **START** button when you are ready to begin.

START

**Slide notes**

Please take a moment to read these navigation instructions. When you are ready, click the START button.

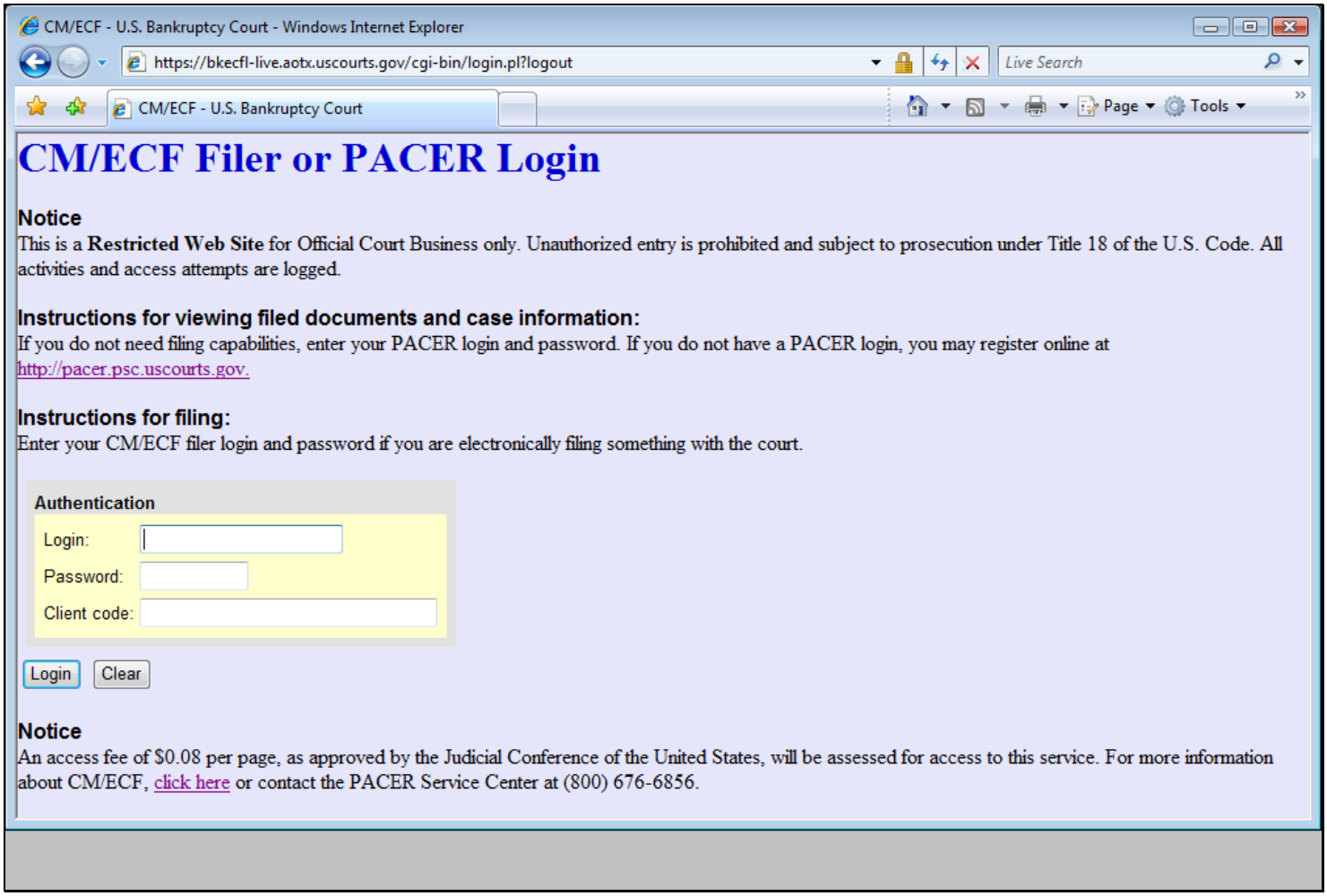
**Slide 3 - Objectives**




**Slide notes**

At the completion of this lesson you will be able to navigate the menus and screens within CM/ECF. You will add a debtor and an alias. Statistical data will be recorded. A Summary of Schedules will be completed. Next, a PDF document will be selected and uploaded to CM/ECF. Finally, you will be able to describe the Notice of Electronic Filing. Click the CONTINUE button.

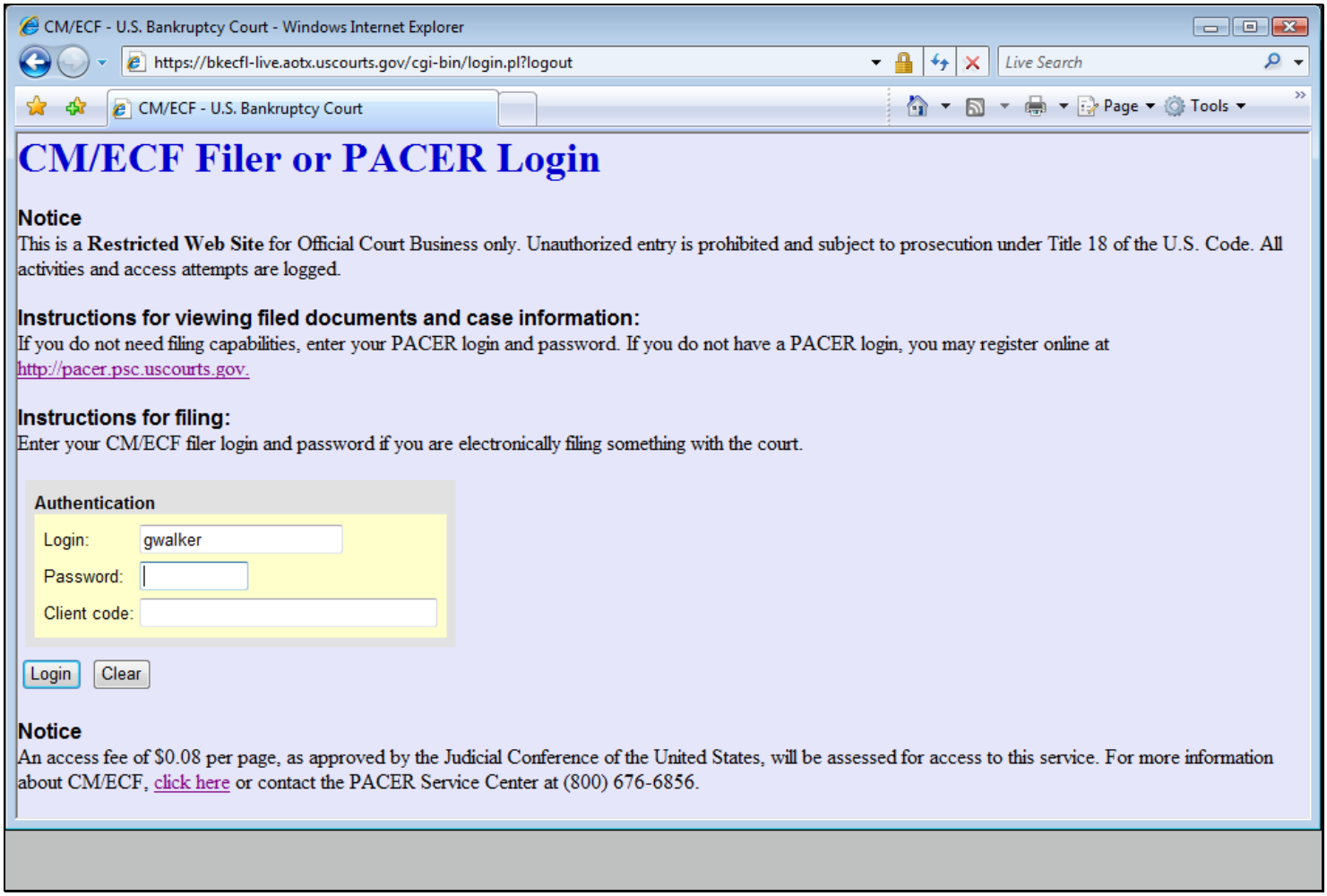
## Slide 4 - Login Screen




### Slide notes

This login screen serves two purposes. Your CM/ECF login information is supplied by your court and is used to electronically file with that court. Your PACER login information is obtained by registering with the PACER service center and is used for queries you make and certain reports you may ask for. You may be required to login to PACER while filing a document to see a PDF or to view a docket report. Watch as I login to CM/ECF as attorney George Walker.

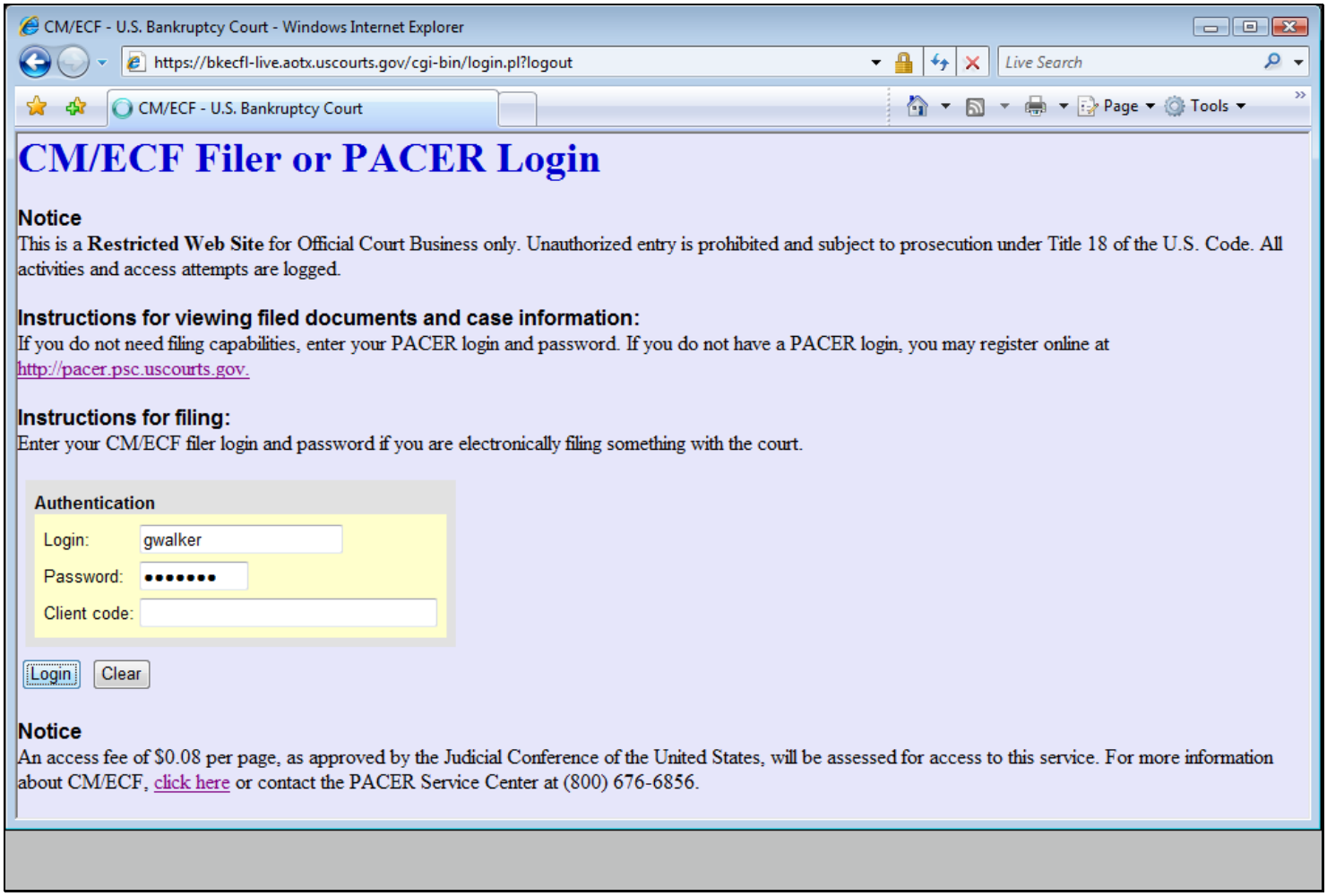
## Slide 5 - Slide 5




### Slide notes

Transition slide.

## Slide 6 - Slide 6




### Slide notes

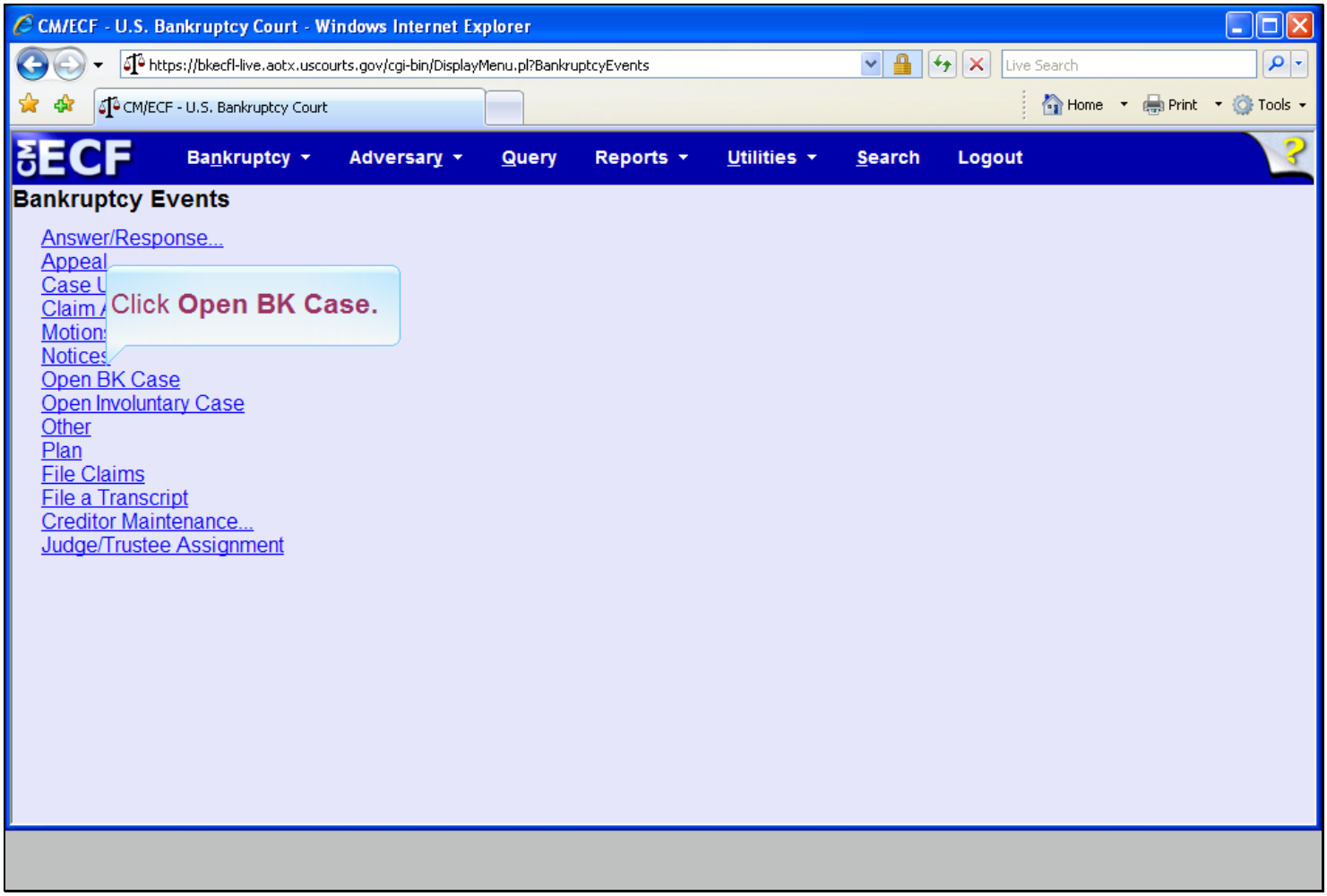
Transition slide.

## Slide 7 - CM/ECF Main Menu

## Slide notes

A successful login to CM/ECF displays the CM/ECF main menu screen. Menus for each category of action are displayed horizontally on a blue menu bar at the top of the screen. To open a bankruptcy case, click the Bankruptcy main menu selection.

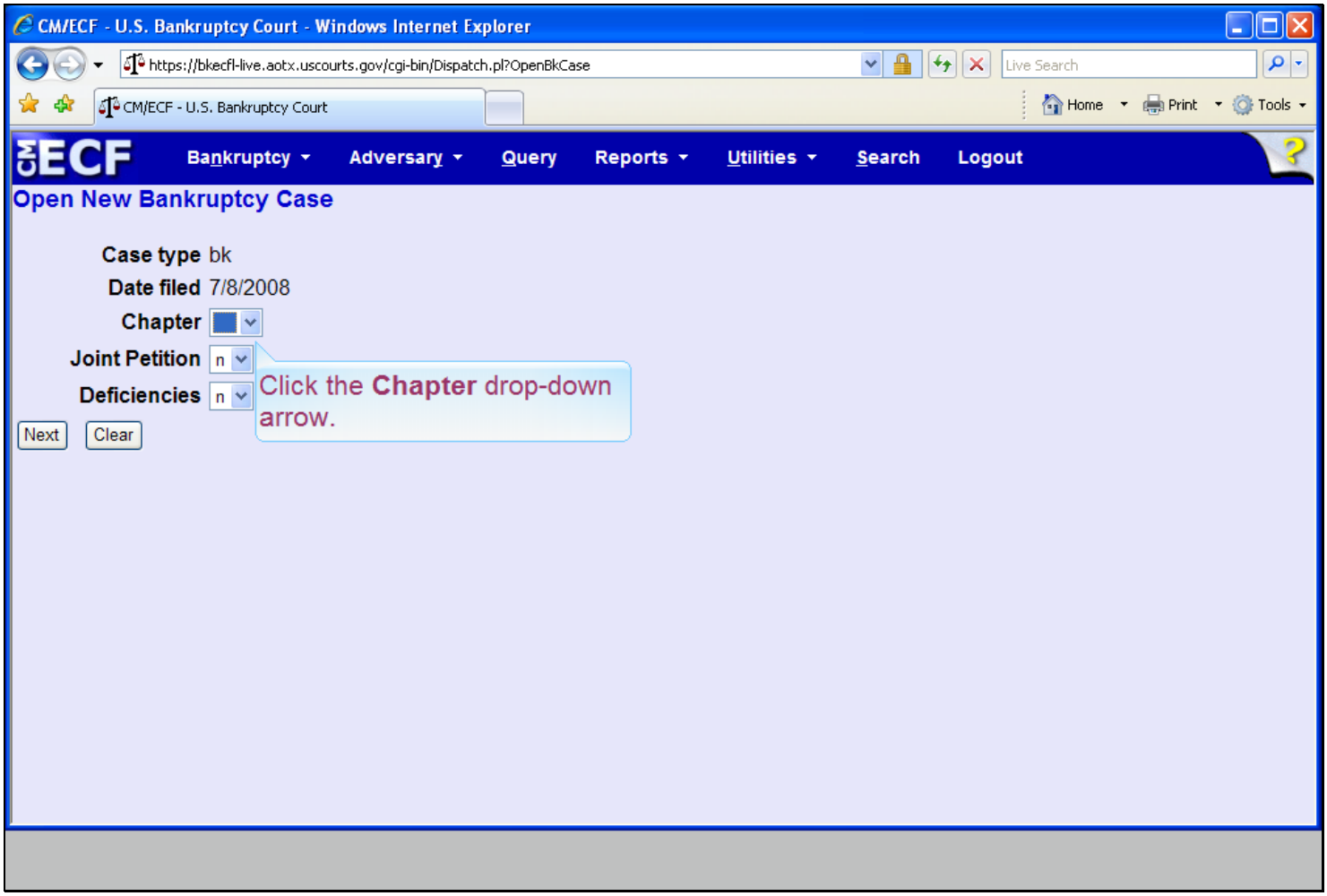
## Slide 8 - Slide 8




## Slide notes

A list of Bankruptcy Event categories appears. Your court's menu categories may differ from what is shown here. To proceed with this lesson, click Open BK Case.

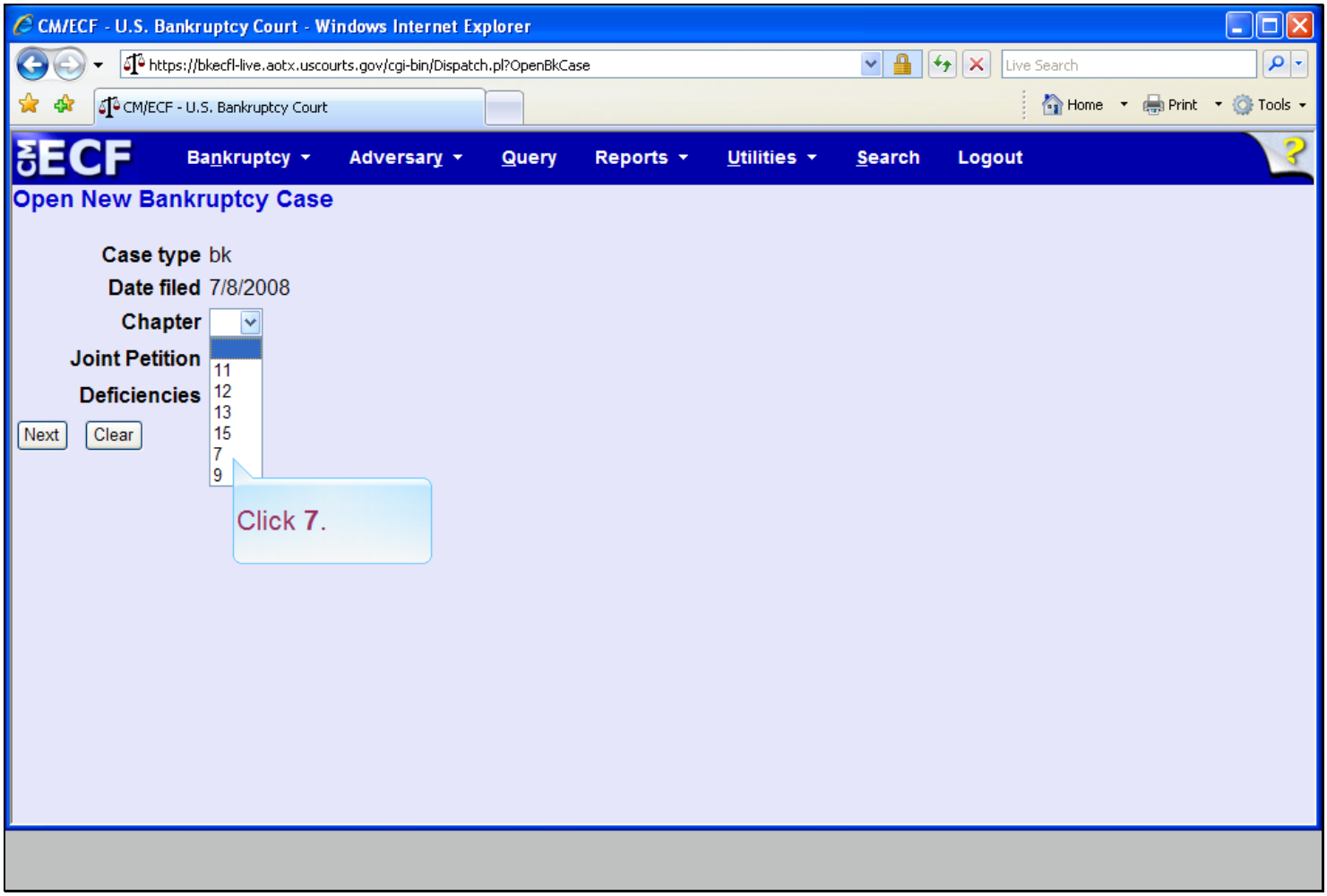
## Slide 9 - Slide 9




## Slide notes

The initial screen in the process of opening a new bankruptcy case displays. The Case type field defaults to bk for bankruptcy and cannot be changed. The Date filed field will always display the current date. Click the Chapter selection drop-down arrow to select the appropriate chapter for this case.

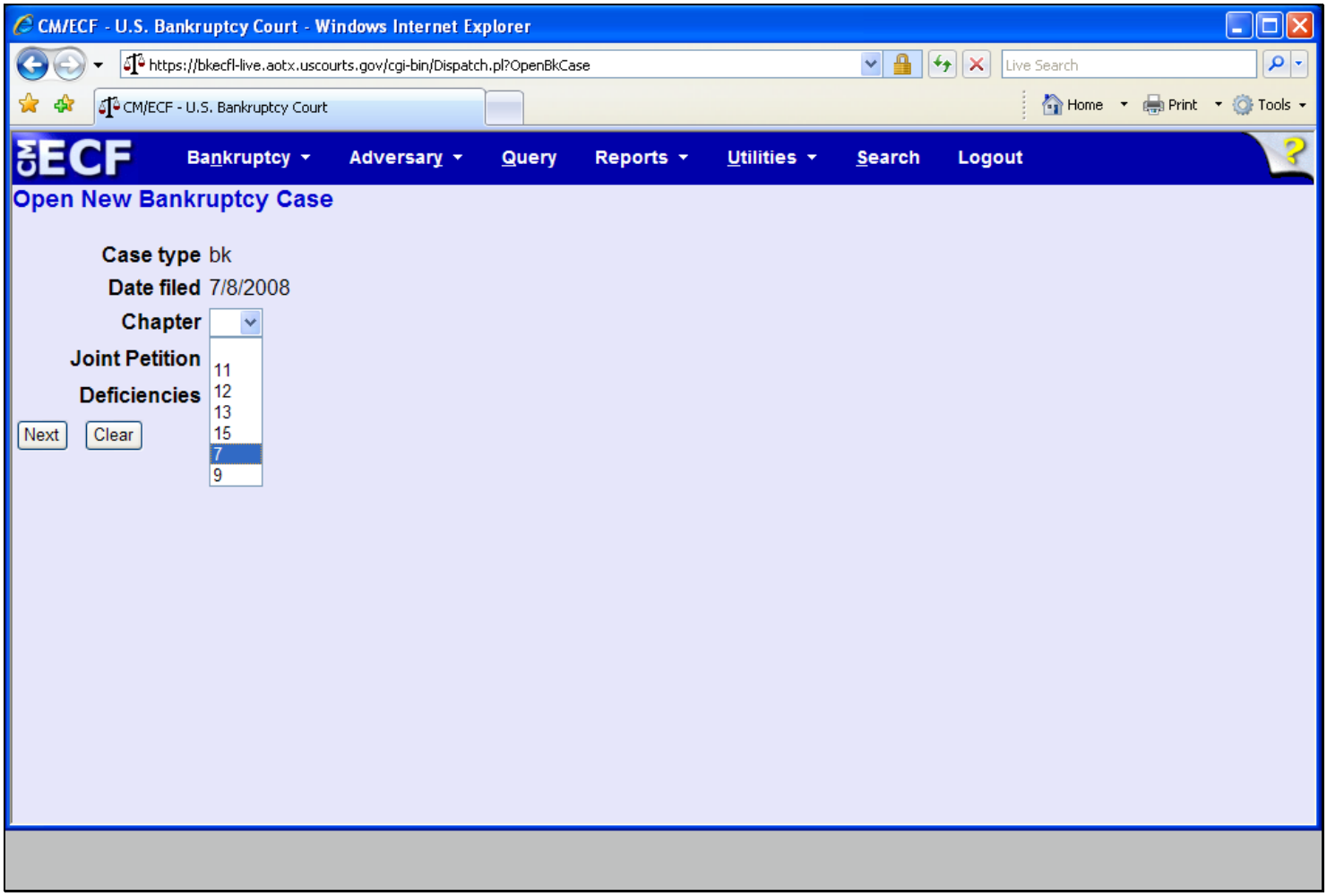
## Slide 10 - Slide 10




## Slide notes

For this lesson you will be filing a chapter 7 case. Click 7 on the list.

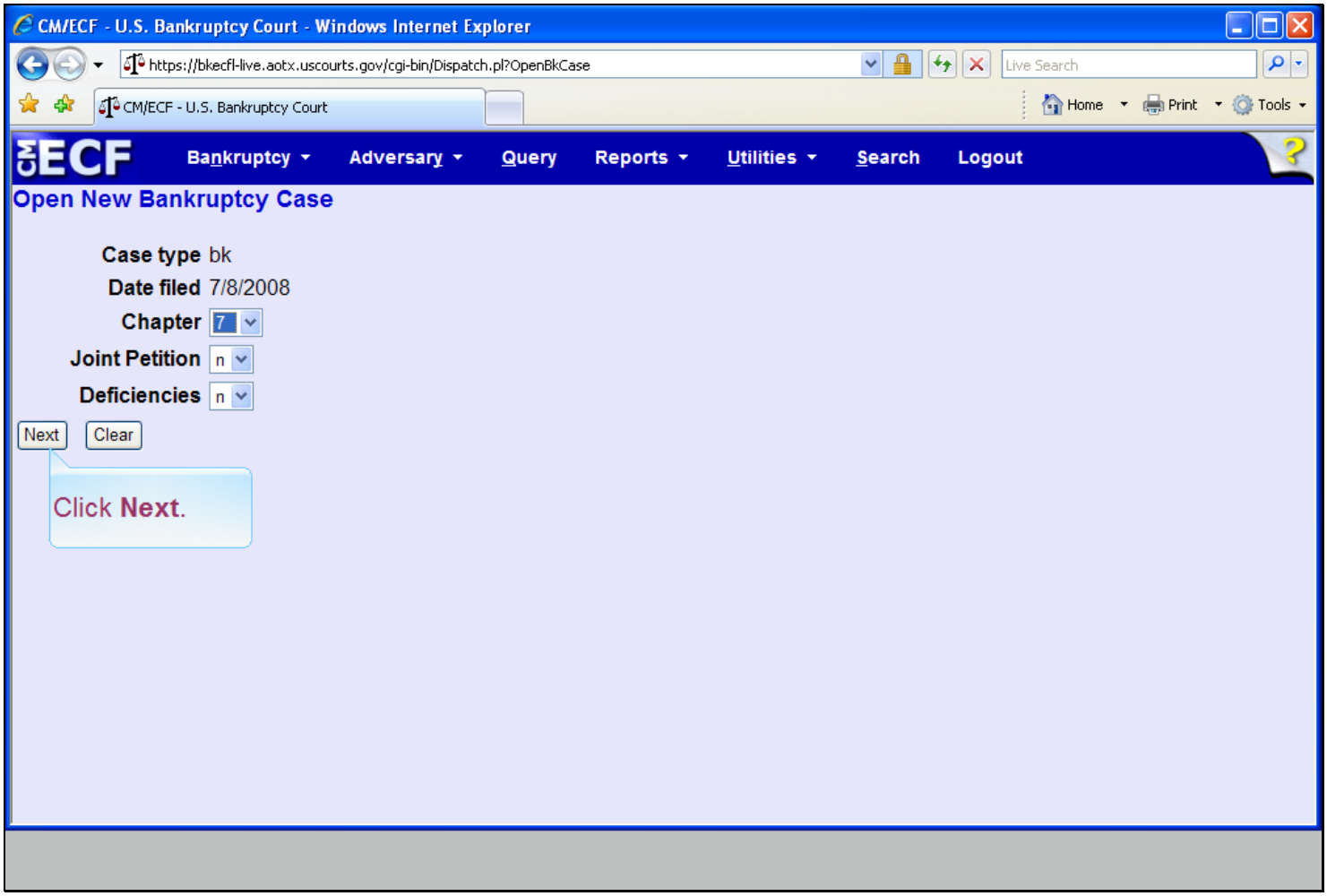
## Slide 11 - Slide 11




## Slide notes

(Note: This is a transition slide.)

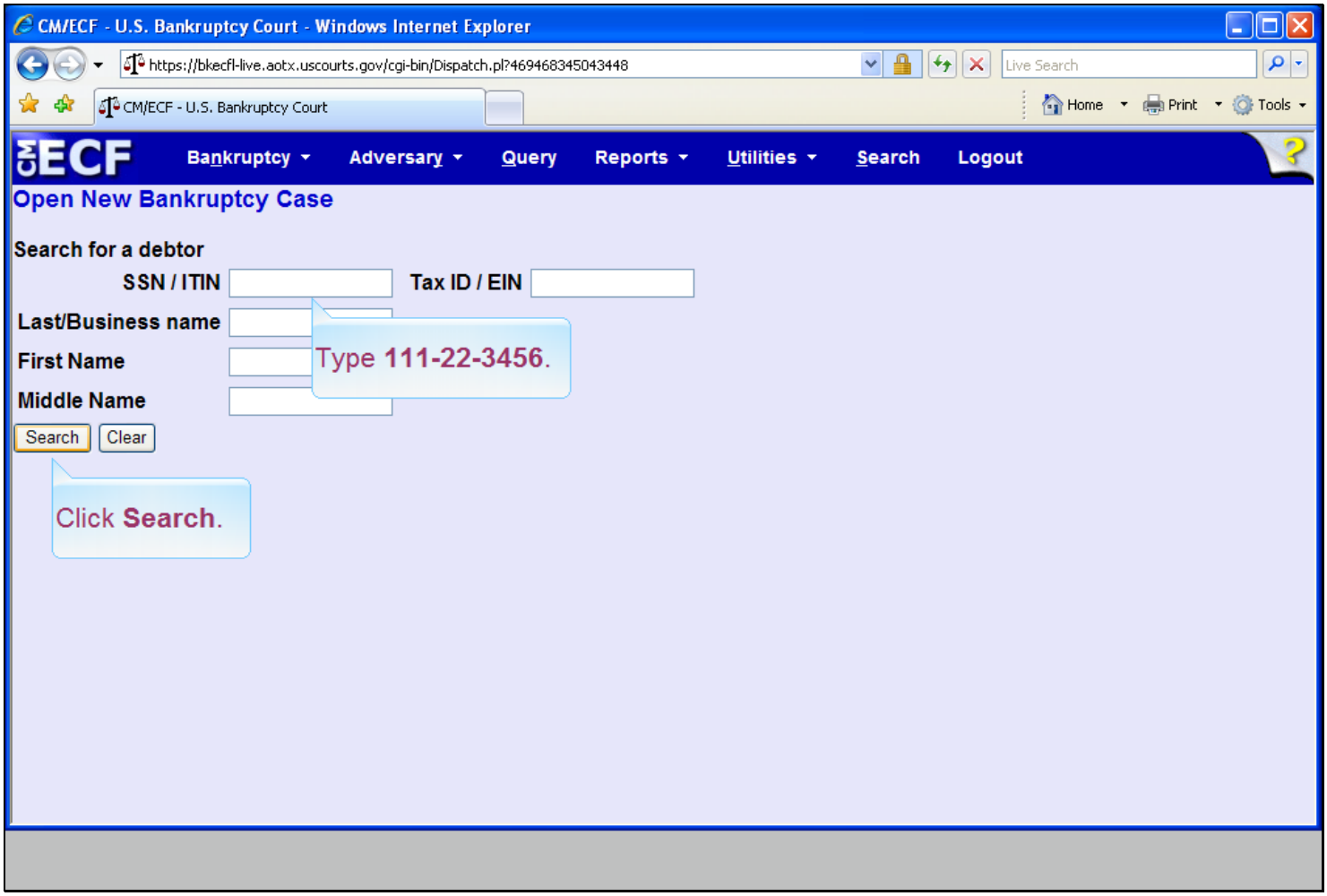
## Slide 12 - Slide 12




## Slide notes

The Joint Petition field defaults to "n" for no. You must click the drop-down arrow and select "y" for yes in this field when filing a joint case. If there are any schedules or other required documents missing from the petition, change the Deficiencies box field to "y" by clicking the field's drop-down arrow and selecting it. For this lesson, we will leave the Joint Petition and Deficiencies box fields set to no. Click Next.

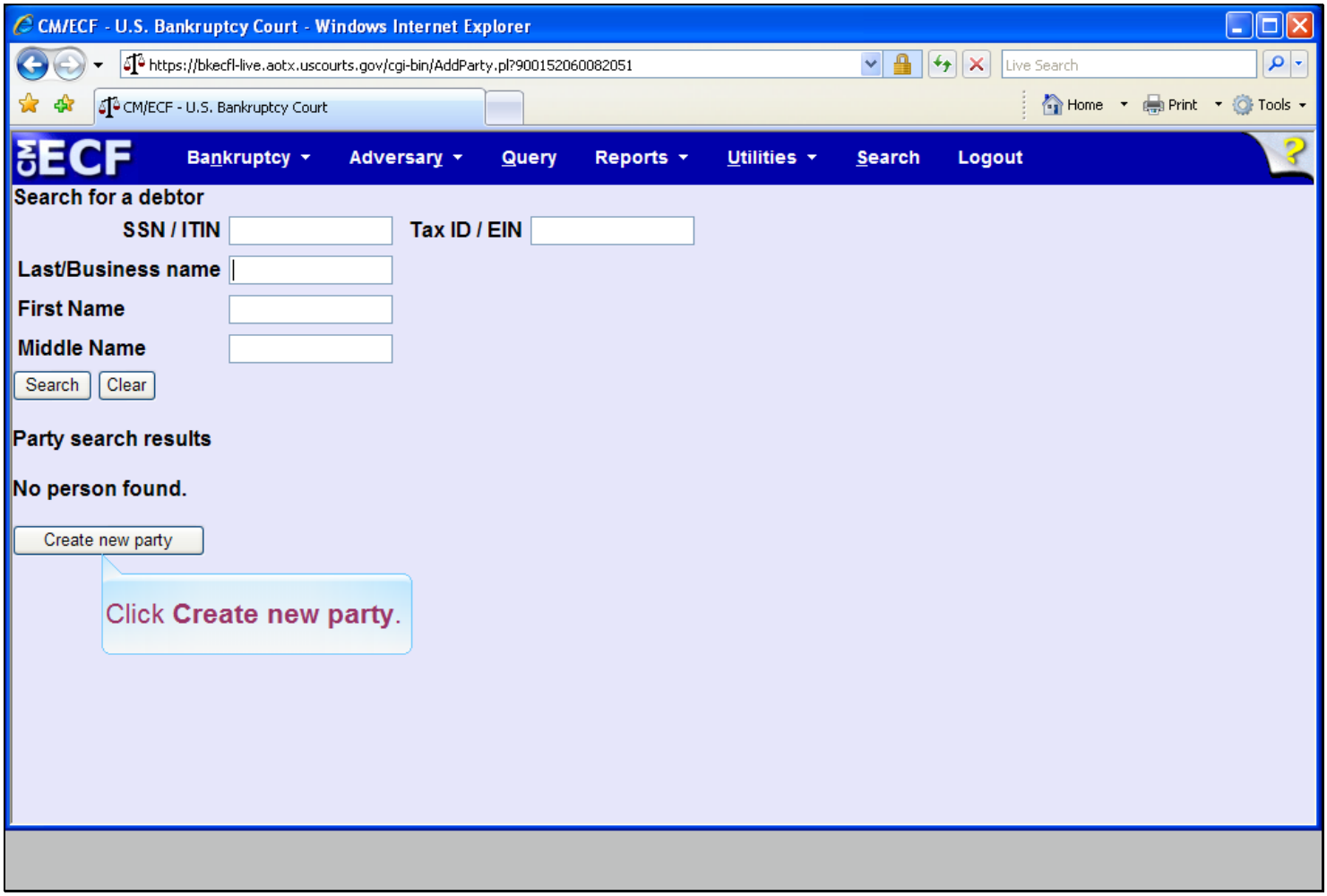
## Slide 13 - Search for Debtor




## Slide notes

The next screen in the case opening process is used to search for an existing debtor record within the court's CM/ECF database. The search must be performed to prevent the entry of duplicate debtor records. You have the option to search by Social Security Number, Tax ID or Employer Identification number or Last/Business name. You may also enter a First Name and/or Middle Name to further narrow your search. A Social Security Number search is the most efficient. You must include the entry of hyphens for a successful search when searching using either the Social Security number or Tax ID. Type 111 hyphen 22 hyphen 3456 in the Social Security Number/ITIN field. Then, click Search.

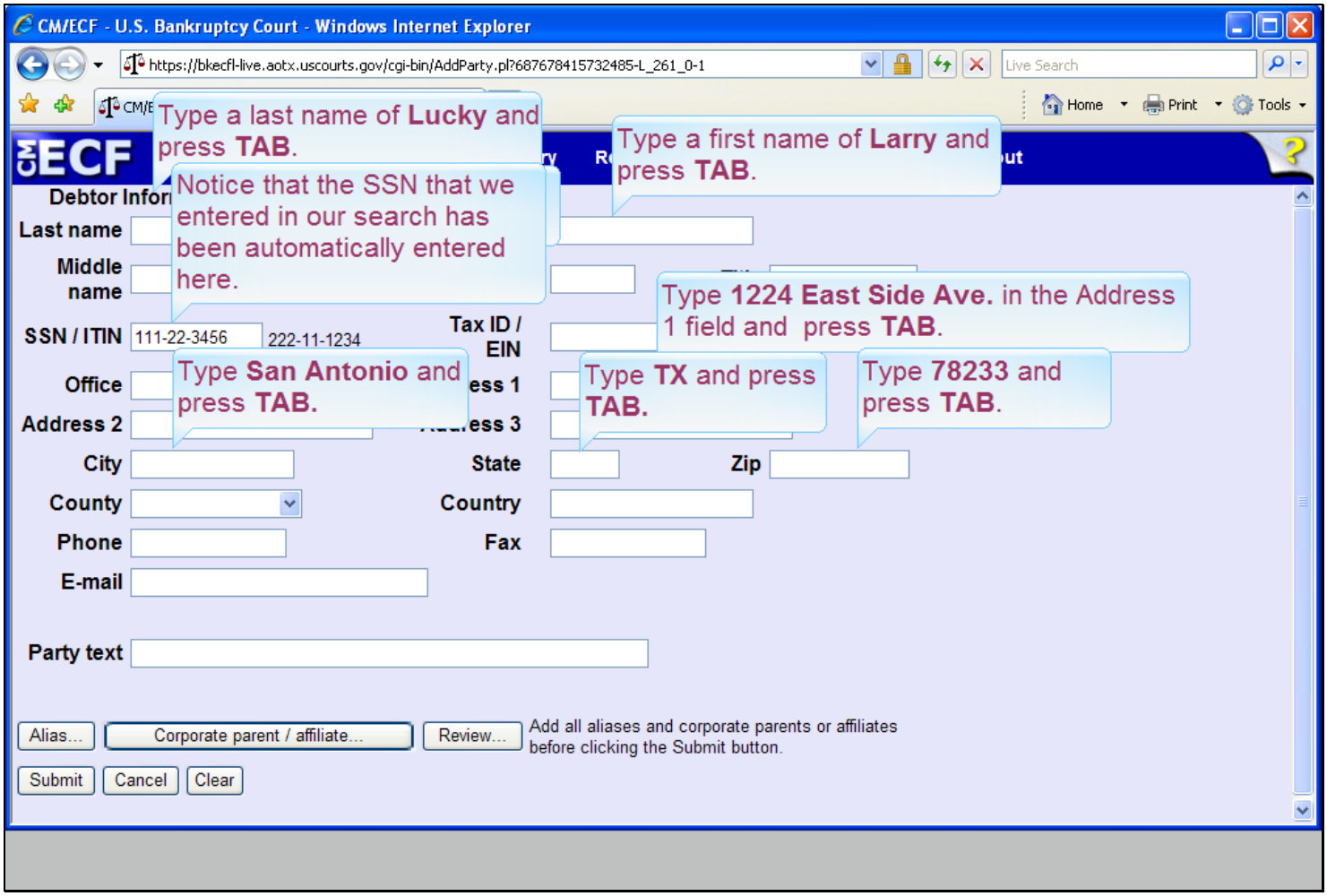
## Slide 14 - Slide 14




## Slide notes

If there are no matches, CM/ECF displays a No Person Found message. If the party cannot be found by using a Social Security Number search, it is recommended that a search using the debtor name be performed. This search is not case sensitive. You may enter the last name or the first few characters of the last name to search. If the filer is a business the entire business name would be entered in the Last/Business name field. You can enter the first few characters or the first word of the business. For our example, we will continue by clicking the "Create new party" button.

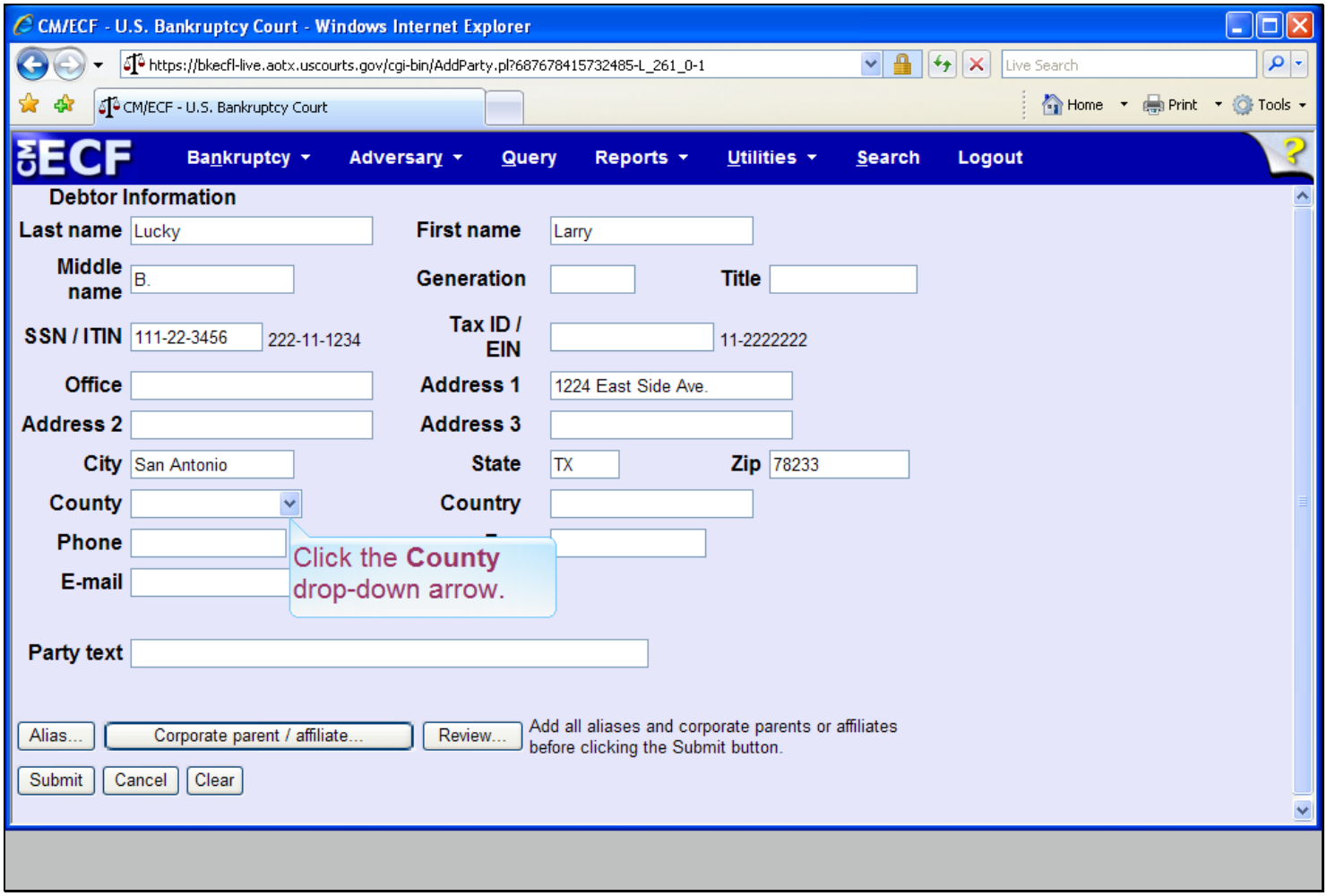
### Slide 15 - Slide 15




### Slide notes

This screen allows you to enter information about the debtor that will be used to create a party record in the CM/ECF database. Courts may require entries in some fields. The address that is entered will be used for noticing. If the person record being created is for a debtor, a selection must be made in the County field. Follow the prompts on the screen to enter the data for the debtor. After you fill out each field, press your TAB key to advance to the next field.

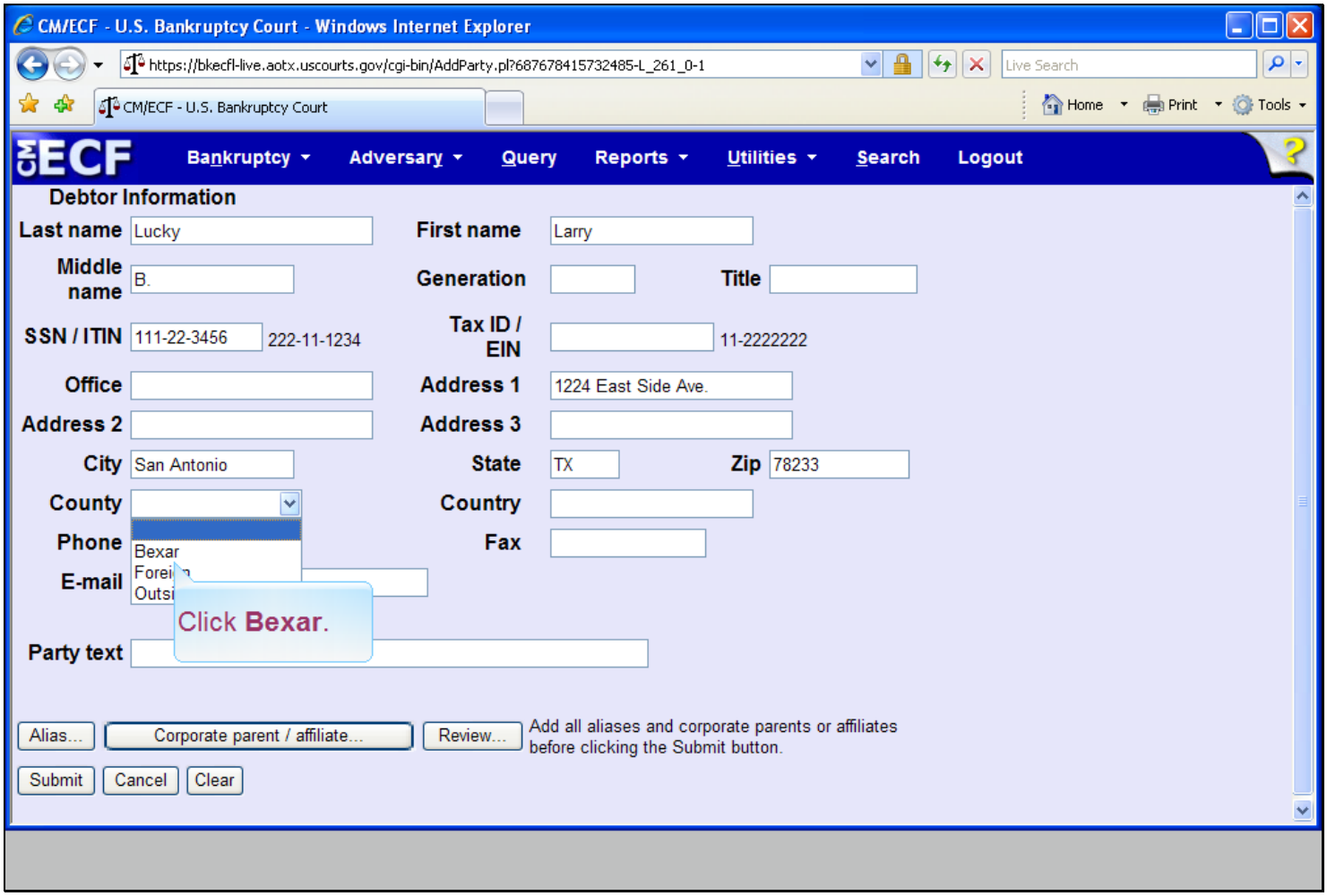
## Slide 16 - Slide 16




## Slide notes

The County field, which contains the debtor's county of record, is a required field. Click the county drop-down arrow to display a list of counties.

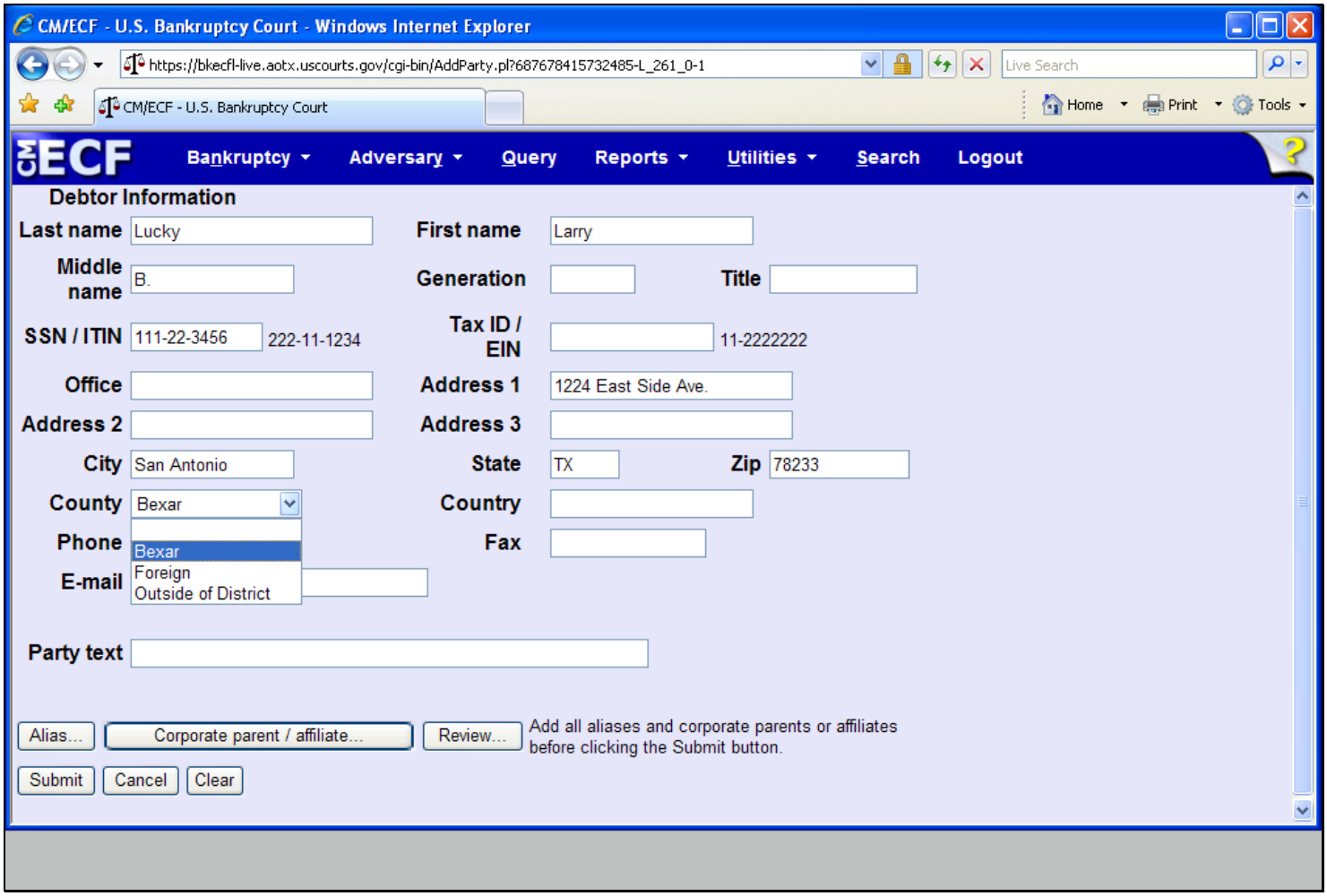
## Slide 17 - Slide 17




## Slide notes

Select Foreign for debtor addresses outside of the U.S. Select Outside of District if the debtor's address is outside this court's divisional boundary's. Click Bexar.

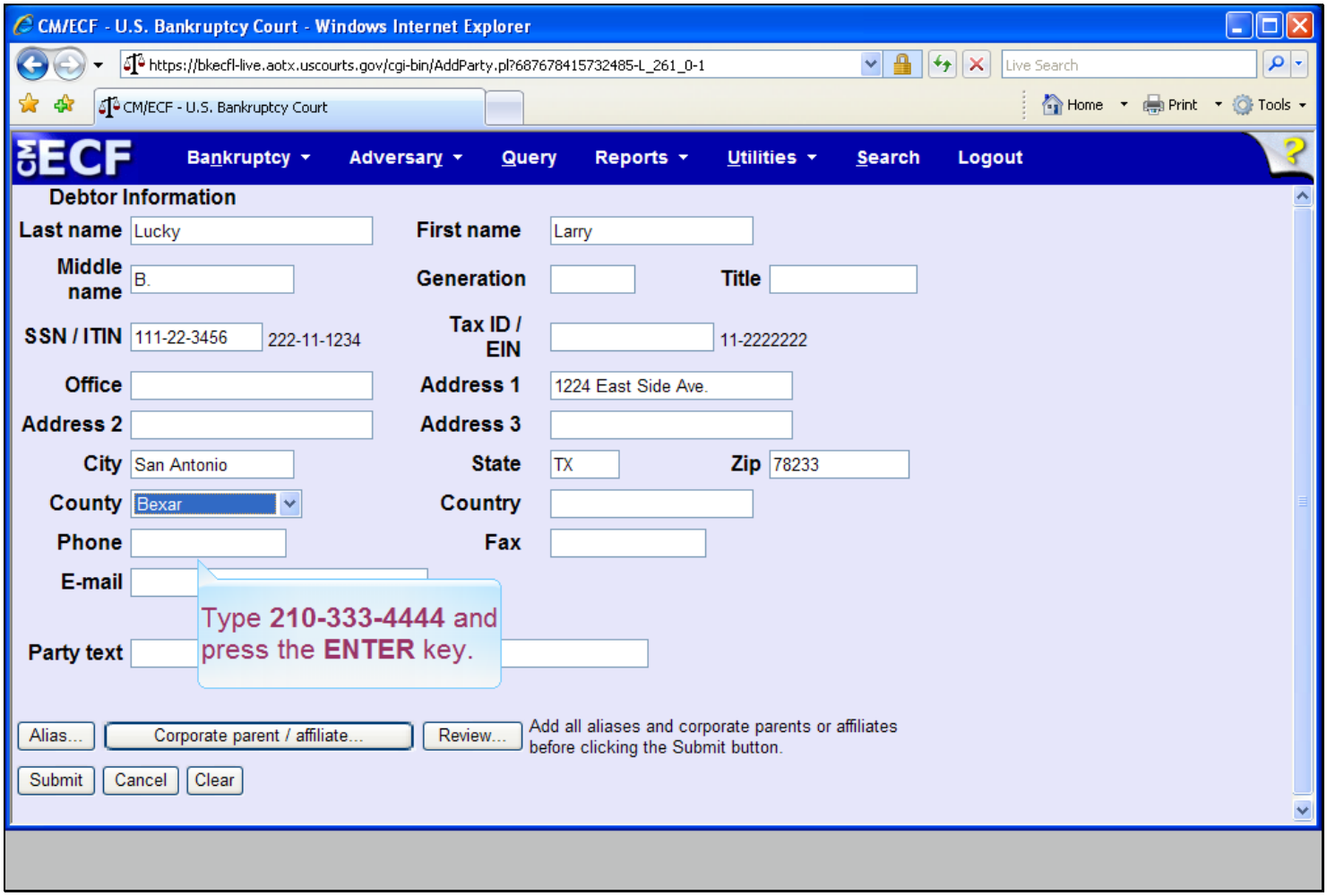
## Slide 18 - Slide 18




## Slide notes

(Note: This is a transition slide.)

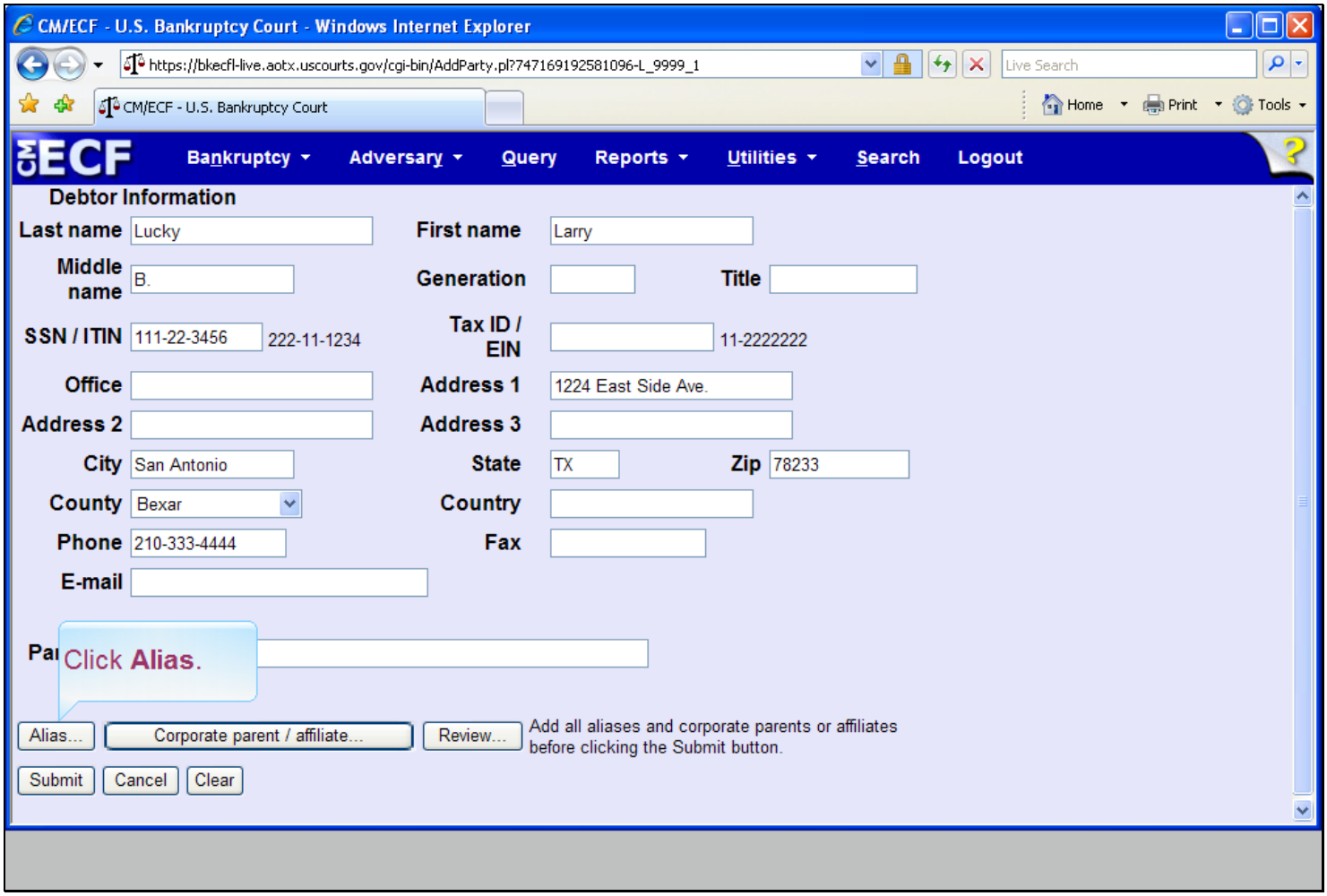
## Slide 19 - Slide 19




## Slide notes

Type the phone number shown including the hyphens and then press the Enter key.

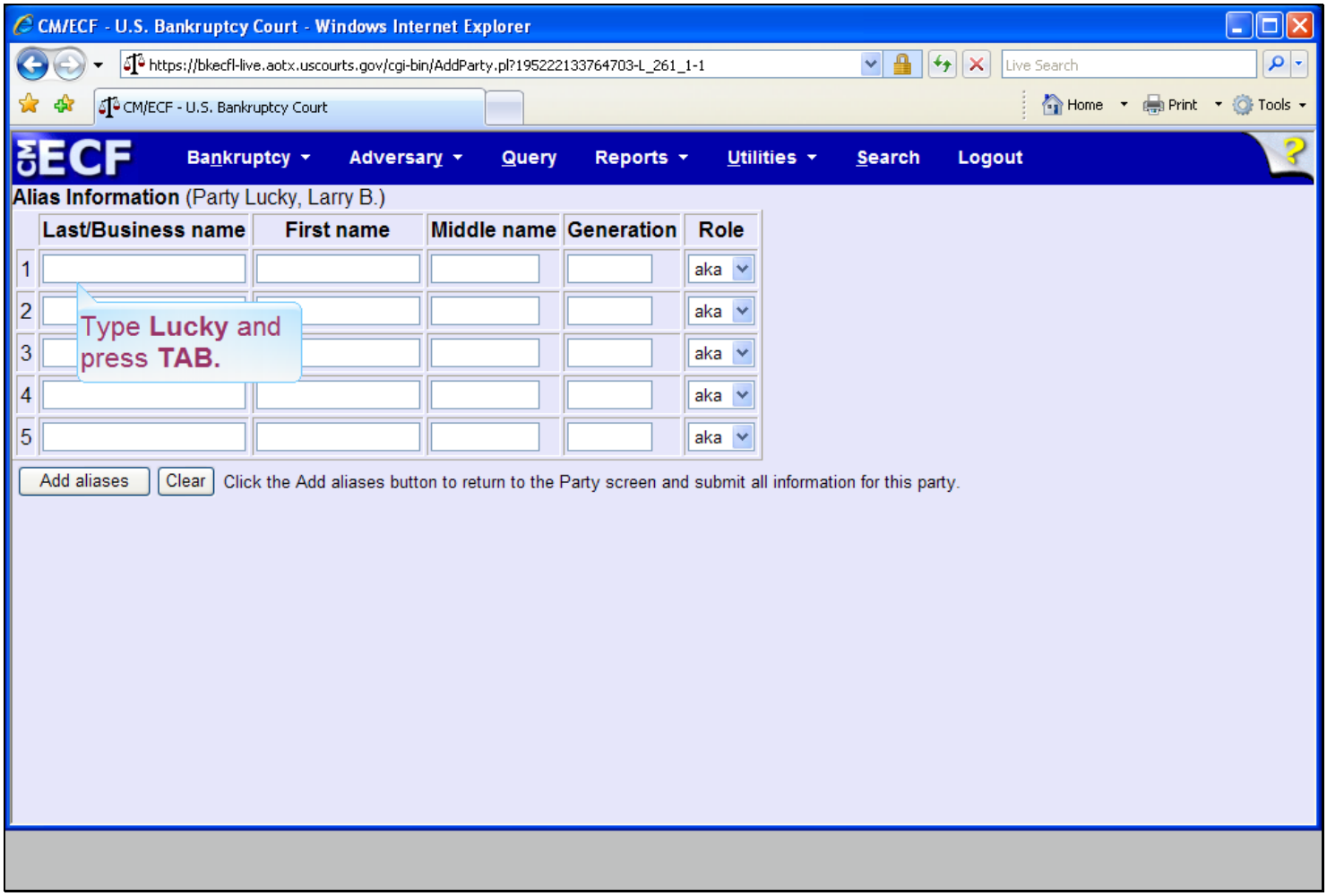
## Slide 20 - Adding an Alias




## Slide notes

If the debtor has or has had an alias, it must be entered into CM/ECF. Alias information appears on the First Meeting notices. To enter an alias for our example debtor Larry Lucky, click the Alias button.

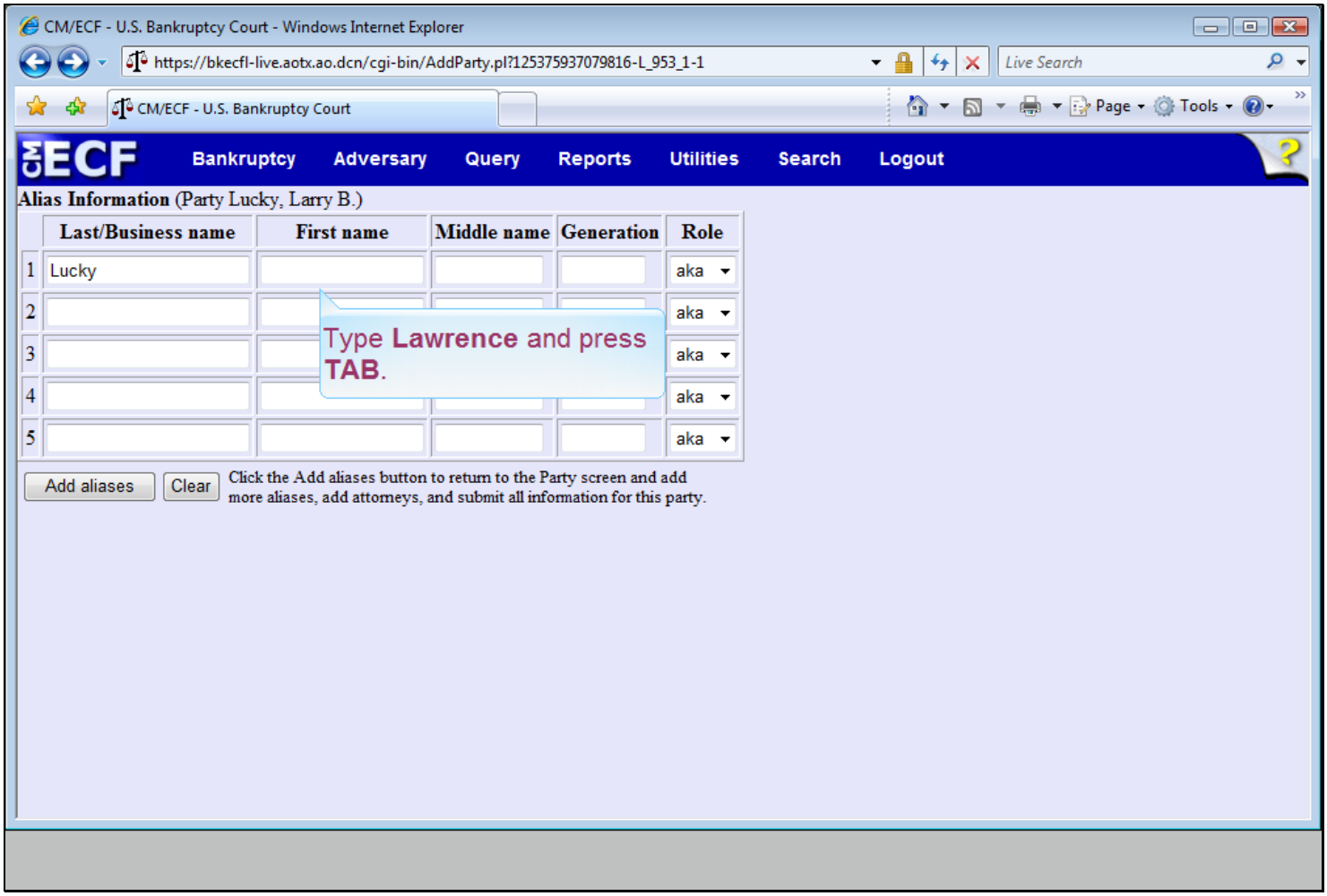
## Slide 21 - Slide 21




## Slide notes

Up to 5 alias records may be entered on the Alias Information screen. Type Lucky in the Last/Business Name field and press the TAB key.

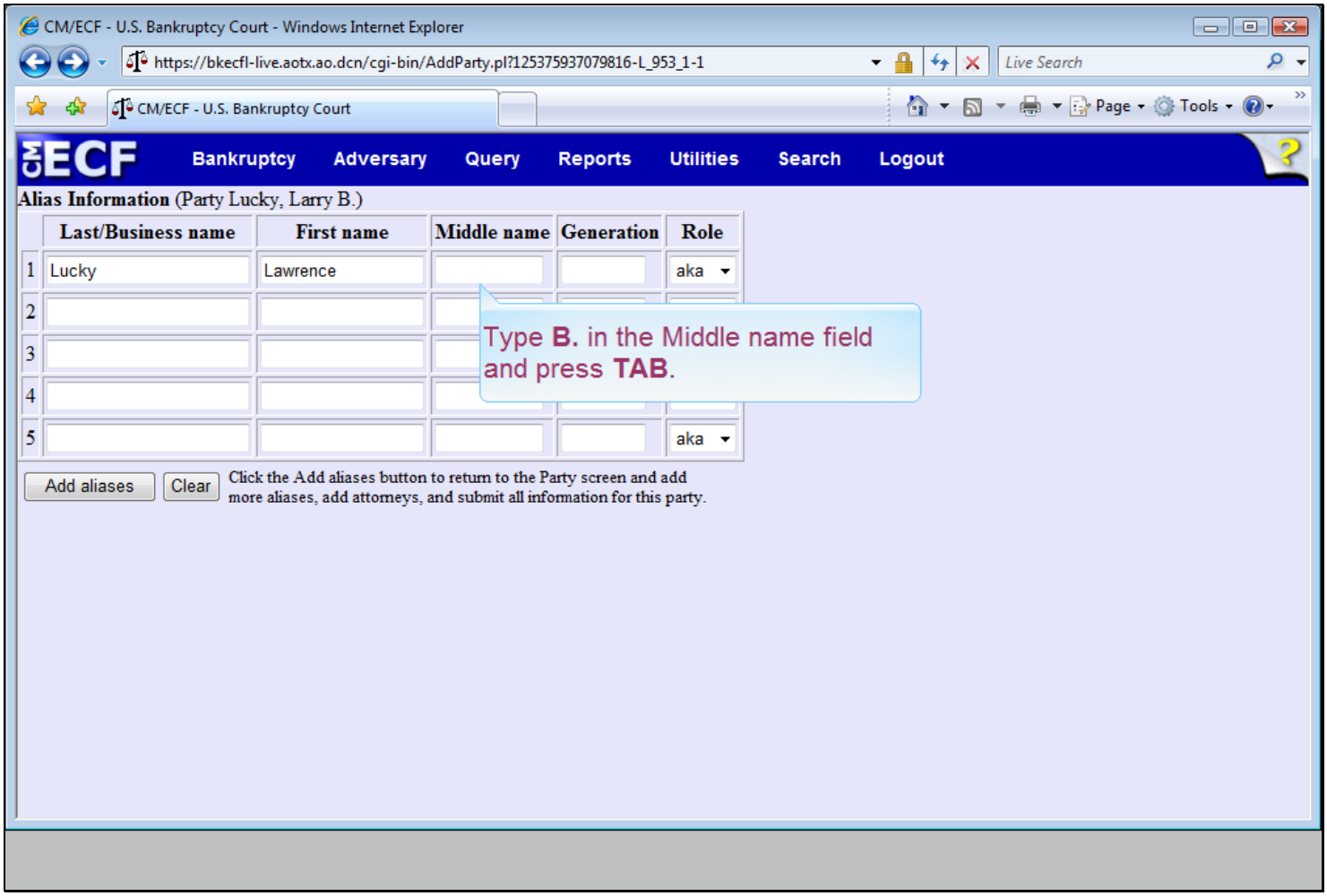
## Slide 22 - Slide 22




## Slide notes

Type Lawrence in the First name field and press the TAB key.

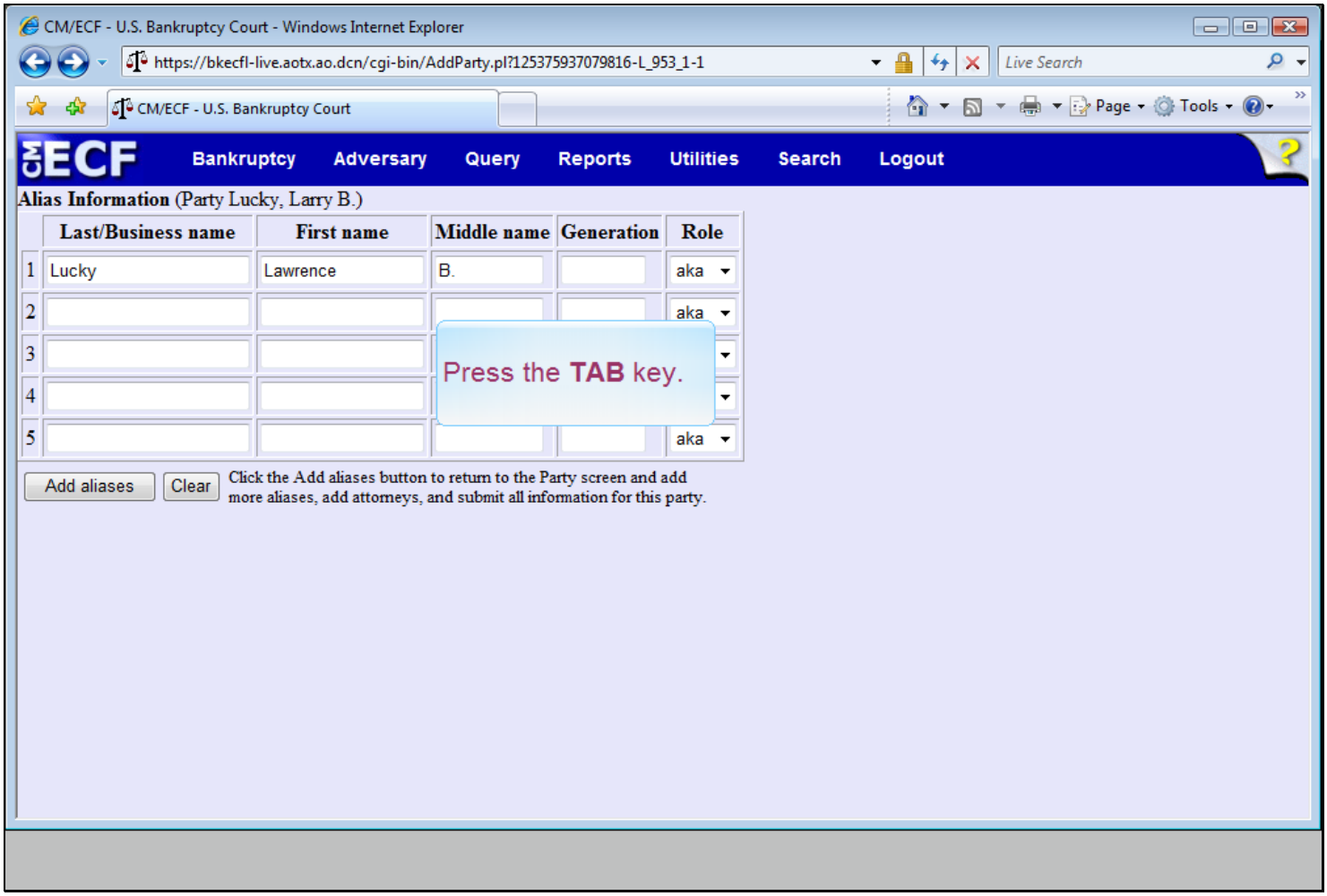
## Slide 23 - Slide 23




## Slide notes

In the Middle Name field, type "B period" and press the TAB key.

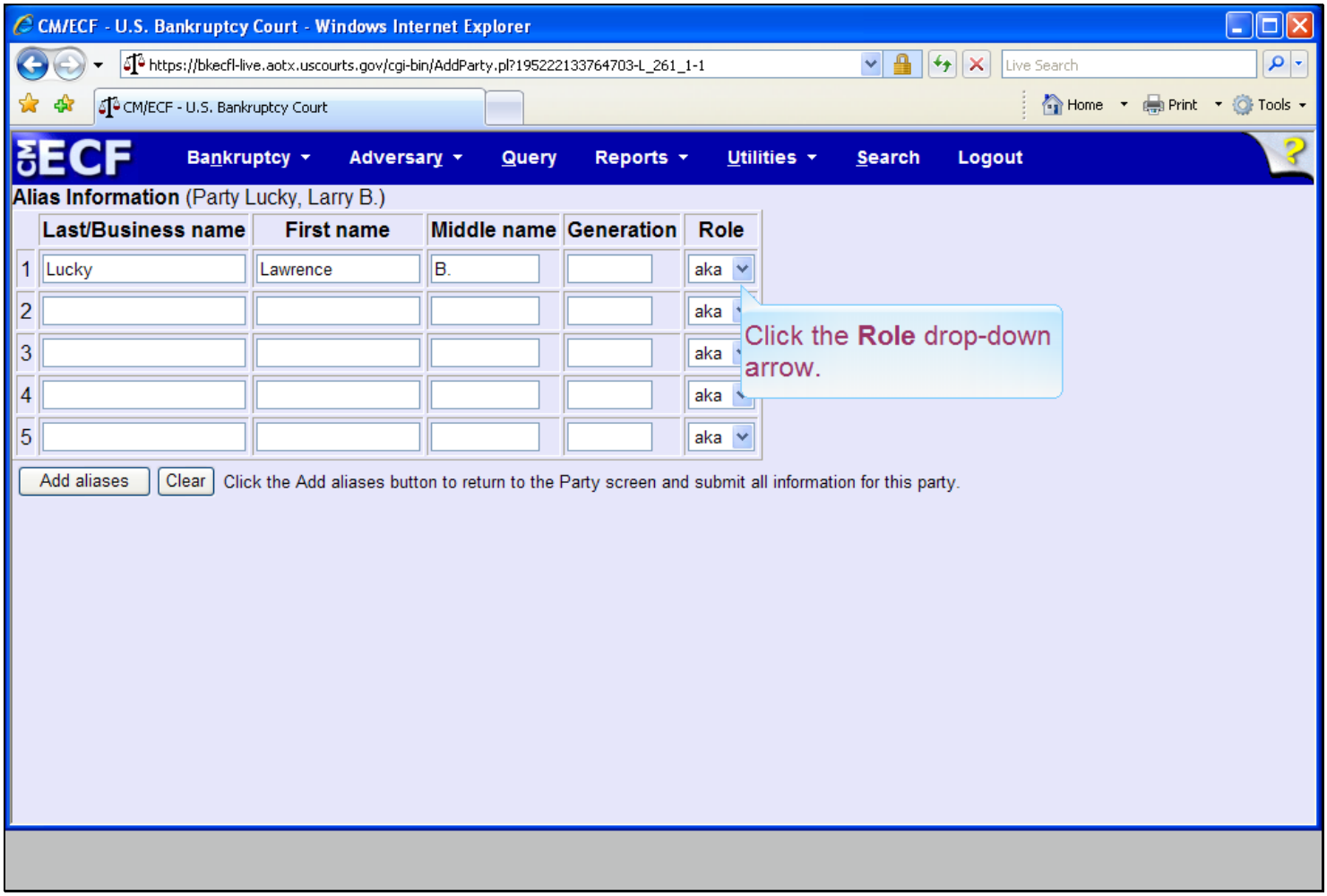
## Slide 24 - Slide 24




## Slide notes

The Generation field is used to enter generation suffixes like Junior, MD or the third. Our example has no generation suffix. Press the TAB key.

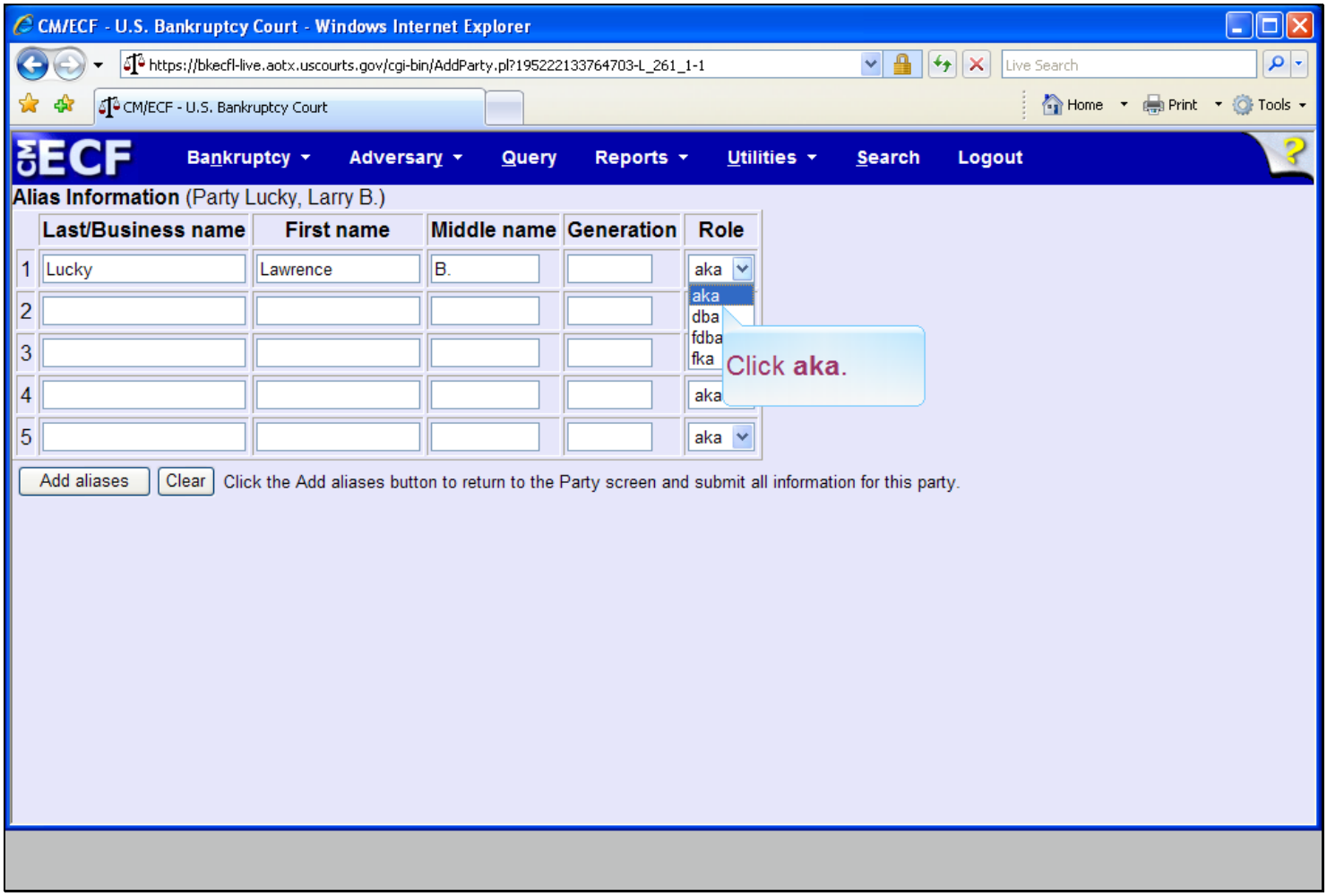
## Slide 25 - Slide 25




## Slide notes

Click the Role drop-down arrow.

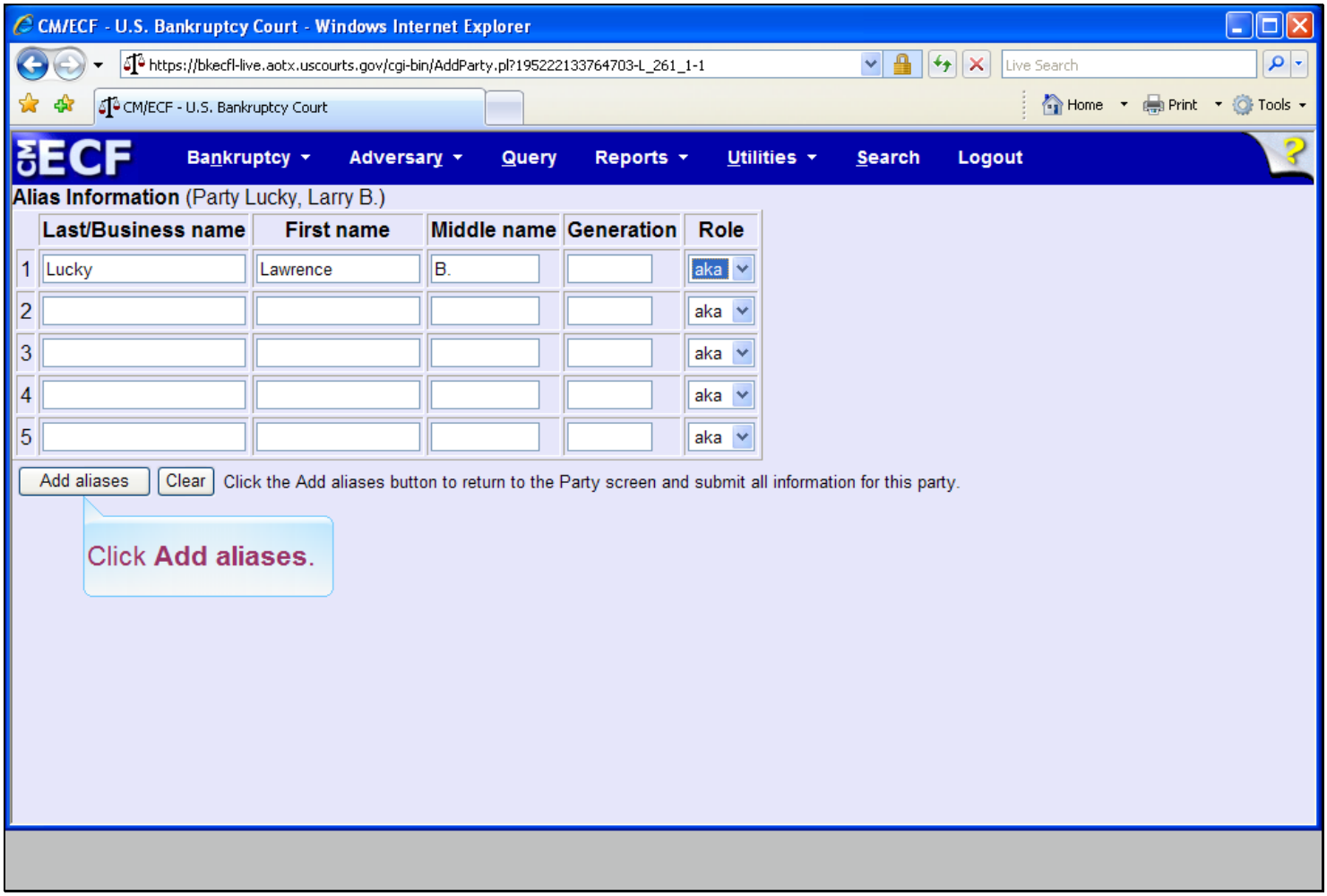
## Slide 26 - Slide 26




## Slide notes

The four Role options include aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as). For our example, click aka.

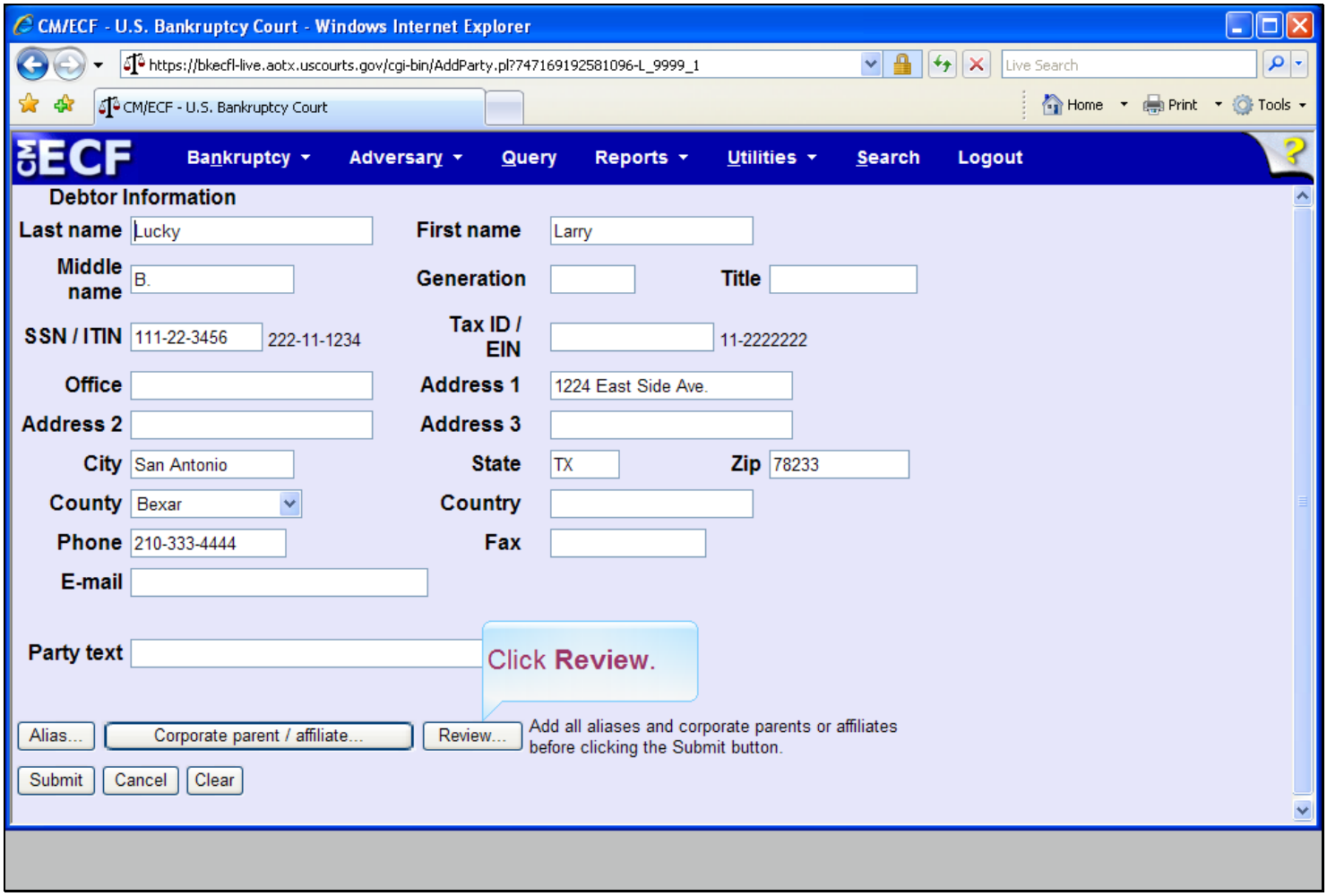
## Slide 27 - Slide 27




## Slide notes

When the party has more than 5 aliases, clicking the Add Aliases button on this screen after entry of the first five causes a second Alias Information screen to display to allow the entry of additional aliases. This debtor has no more aliases. Click the Add aliases button to save this alias record and to return to the Party screen.

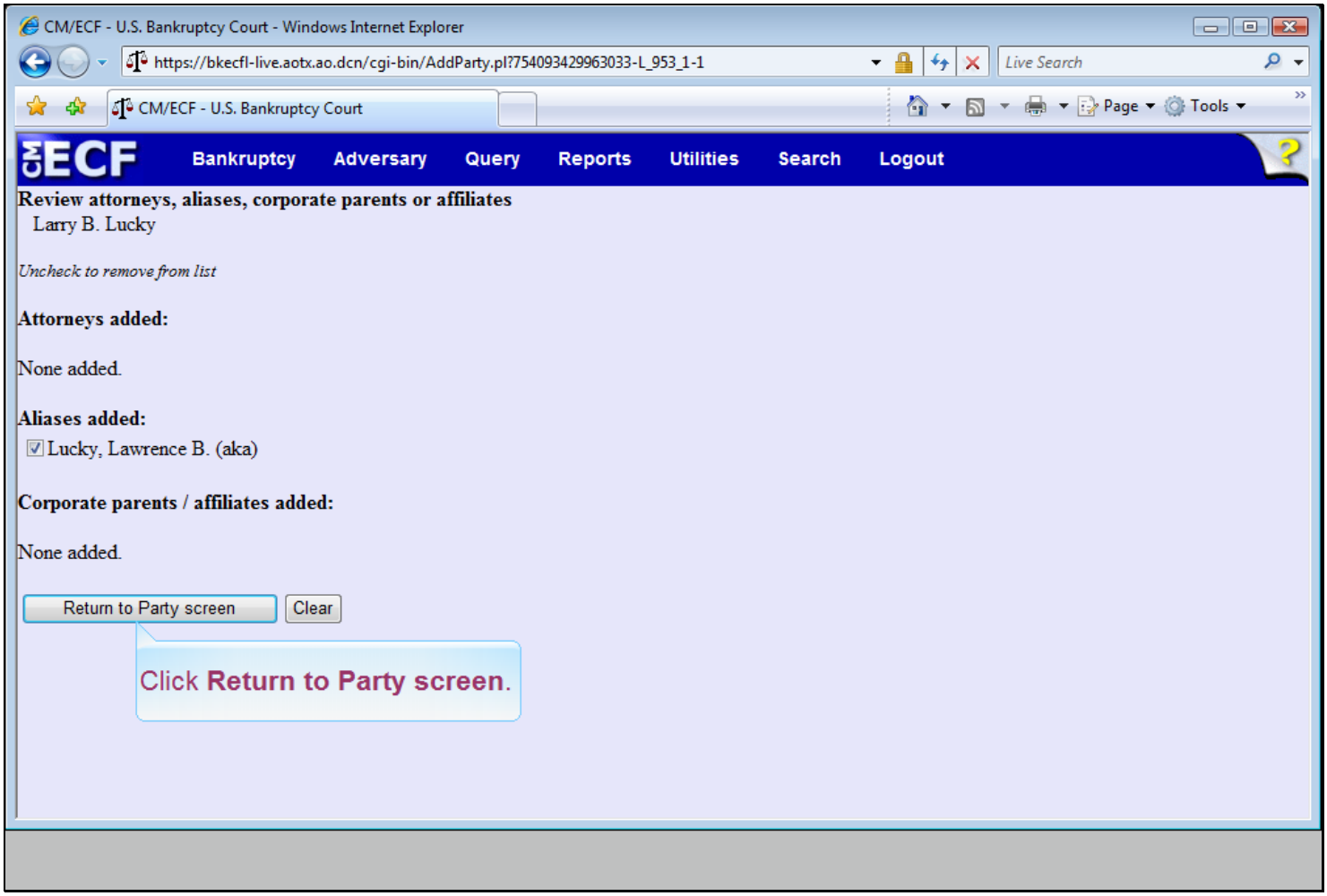
## Slide 28 - Slide 28




## Slide notes

Back on the Debtor Information screen, the Party text field can be used to add additional text to further identify a debtor. For example, "Executor of the Estate" or "a Texas Corporation" could be used in this field. This text will appear in italics next to the debtor name on the first page of the docket report. Your court will give you directions on Corporate parents or affiliates. The Review button allows you to insure that certain party types, if required, have been added to the case. Click Review.

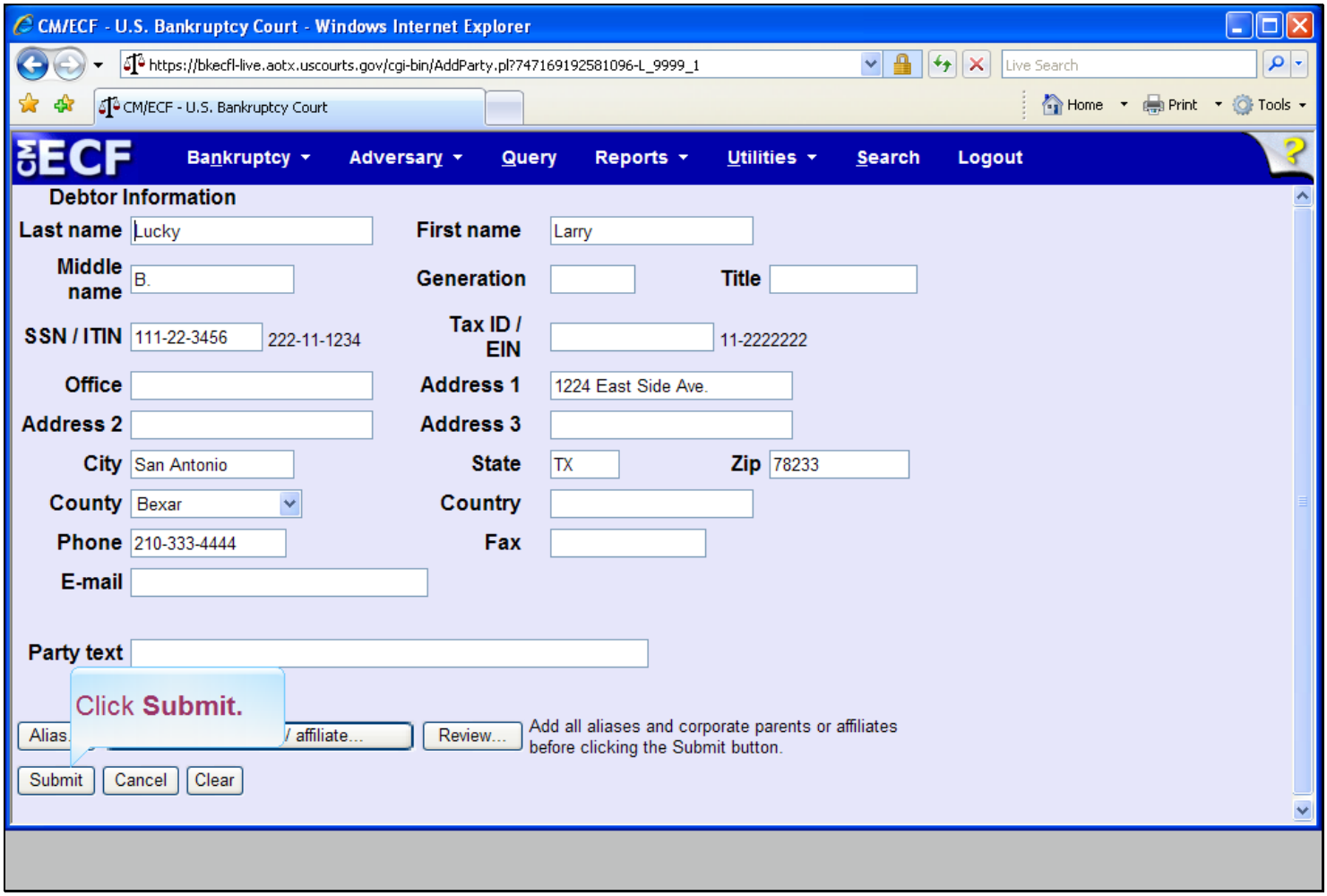
## Slide 29 - Slide 29




## Slide notes

This screen allows you to review three entries. Attorneys added, aliases added, parents or affiliates added. Notice that the alias, Lawrence B. Lucky, appears here. Click "Return to Party screen."

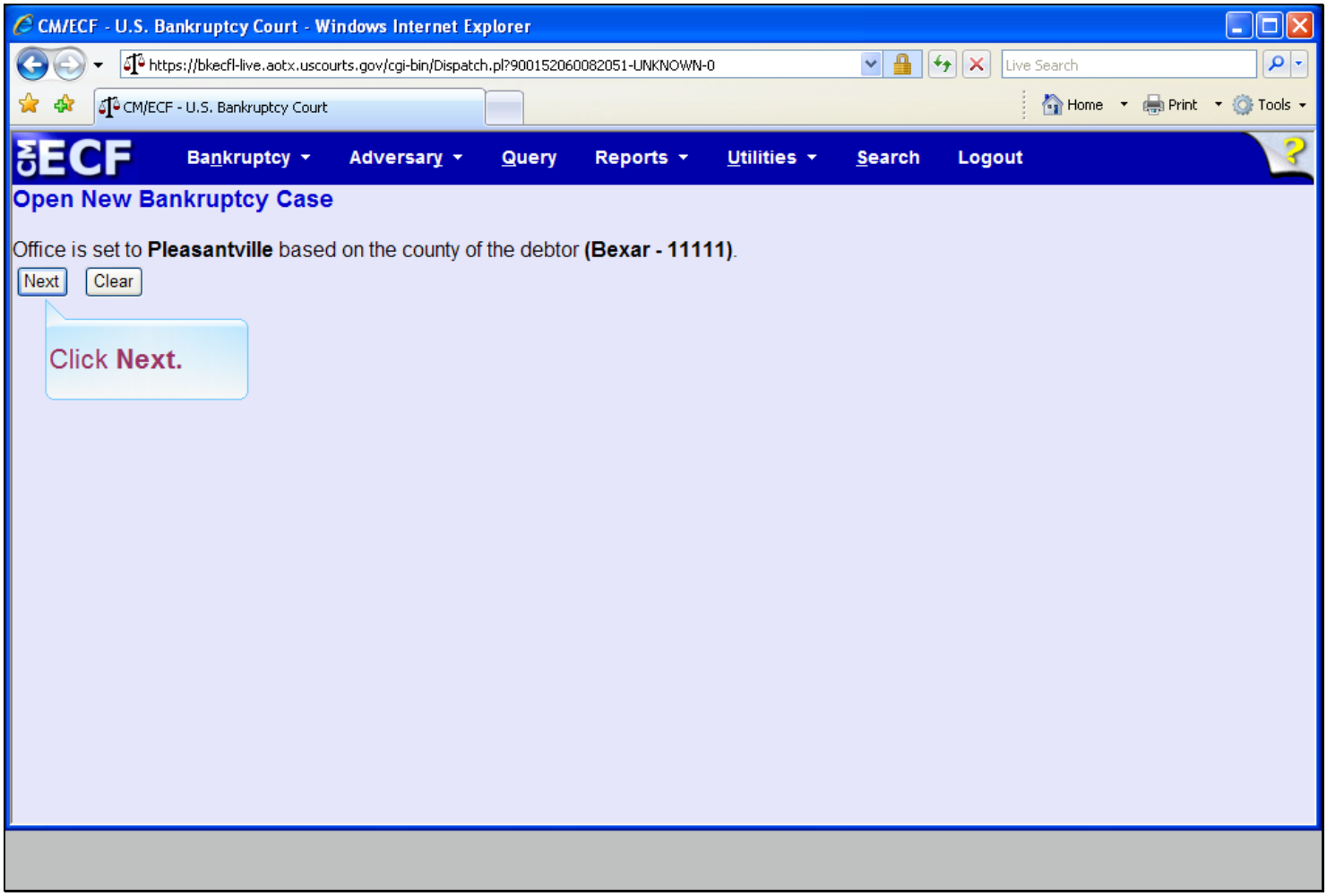
## Slide 30 - Slide 30




## Slide notes

We are returned to the Debtor Information screen. For this lesson, we have finished entering debtor information. Click the Submit button.

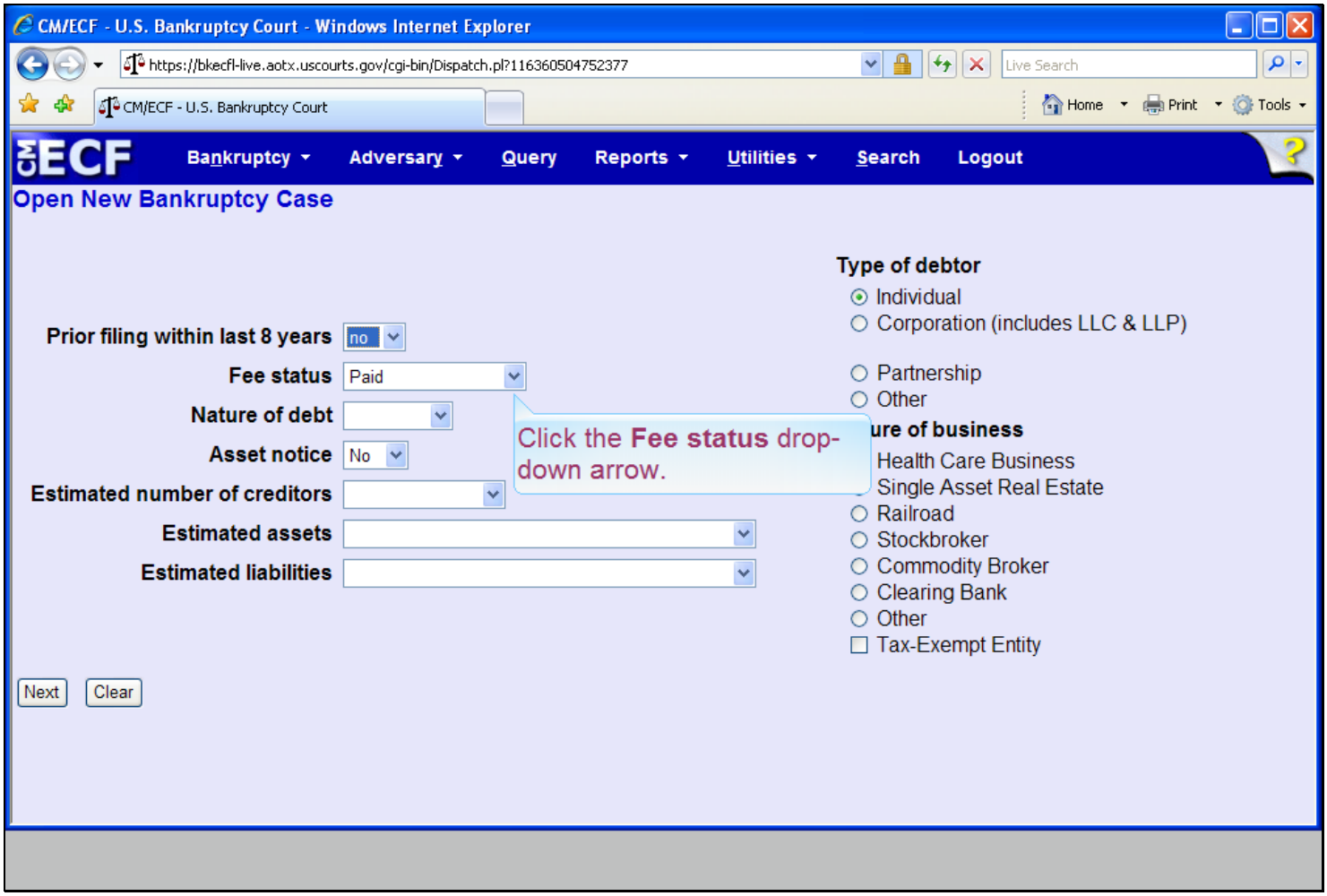
## Slide 31 - Slide 31




### Slide notes

This screen informs you of the assignment of the case to the divisional office. The divisional office is determined by the county code or zip code entered for the debtor. Click Next.

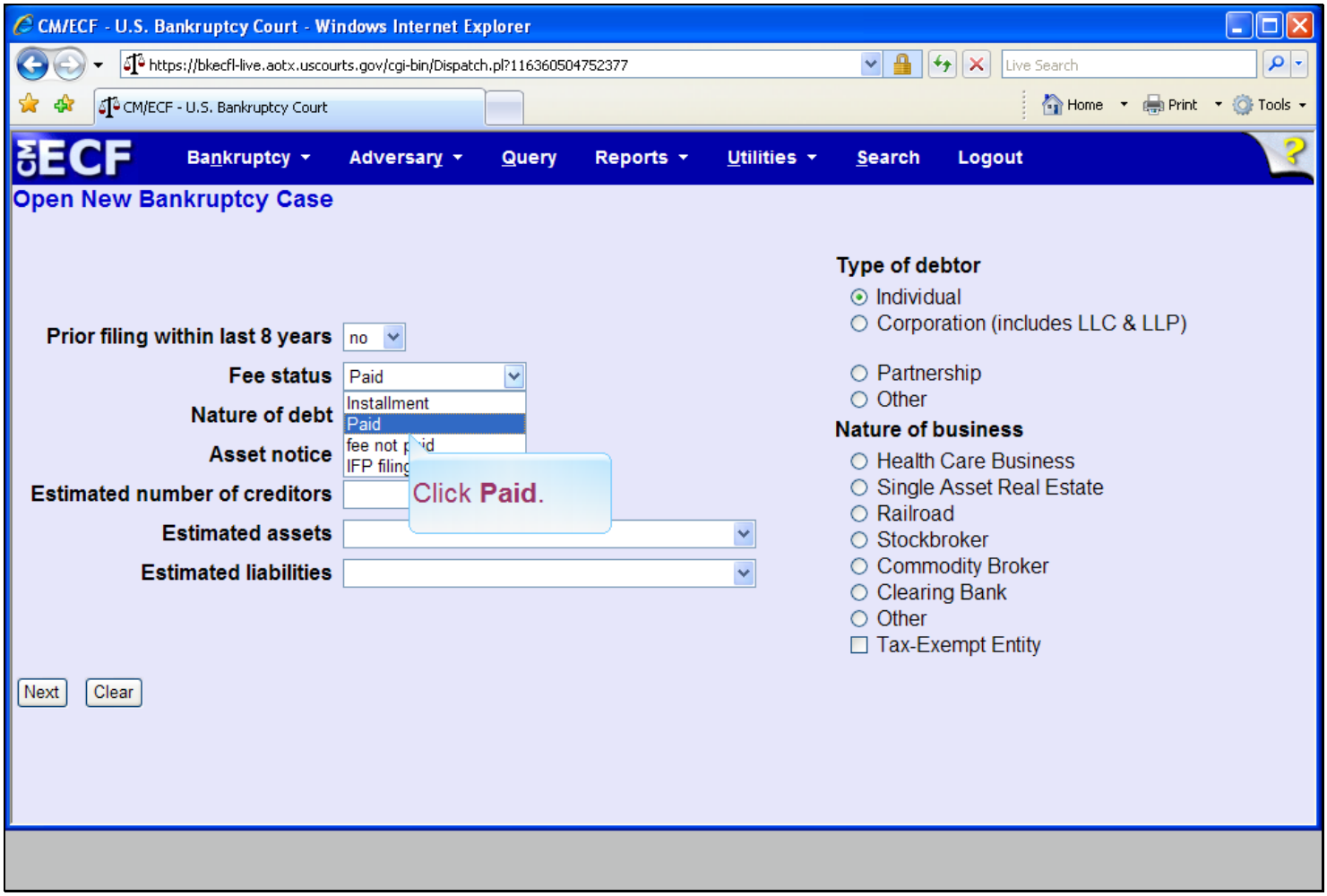
## Slide 32 - Statistical Information




### Slide notes

Data from the petition, which is used for statistical purposes, is entered on this screen. If your client has previously filed for bankruptcy within the last 8 years, you must click the "Prior filing within last 8 years" drop-down arrow to change the field from its default "no" to "yes." For our example, we will leave the field set to "no." Click the Fee Status drop-down arrow to view Fee status options.

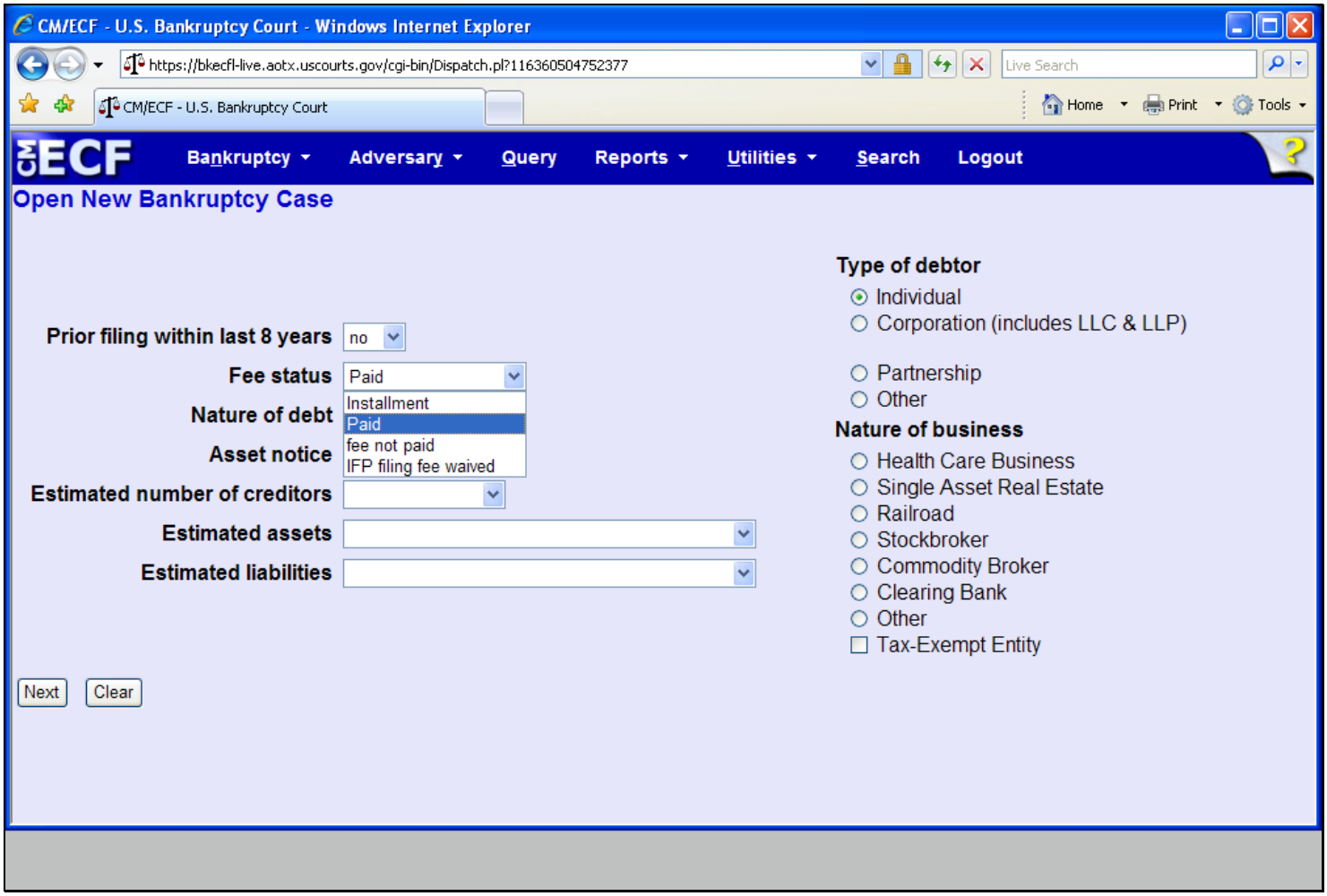
## Slide 33 - Slide 33




## Slide notes

If the petition is accompanied by an application to pay filing fees in installments, choose Installment from the pick list. If the debtor is filing an application to proceed in forma pauperis (IFP) with the petition, select "IFP filing." Your court will determine the use of the "fee not paid" selection. For our example, our client has paid his fees. Click Paid.

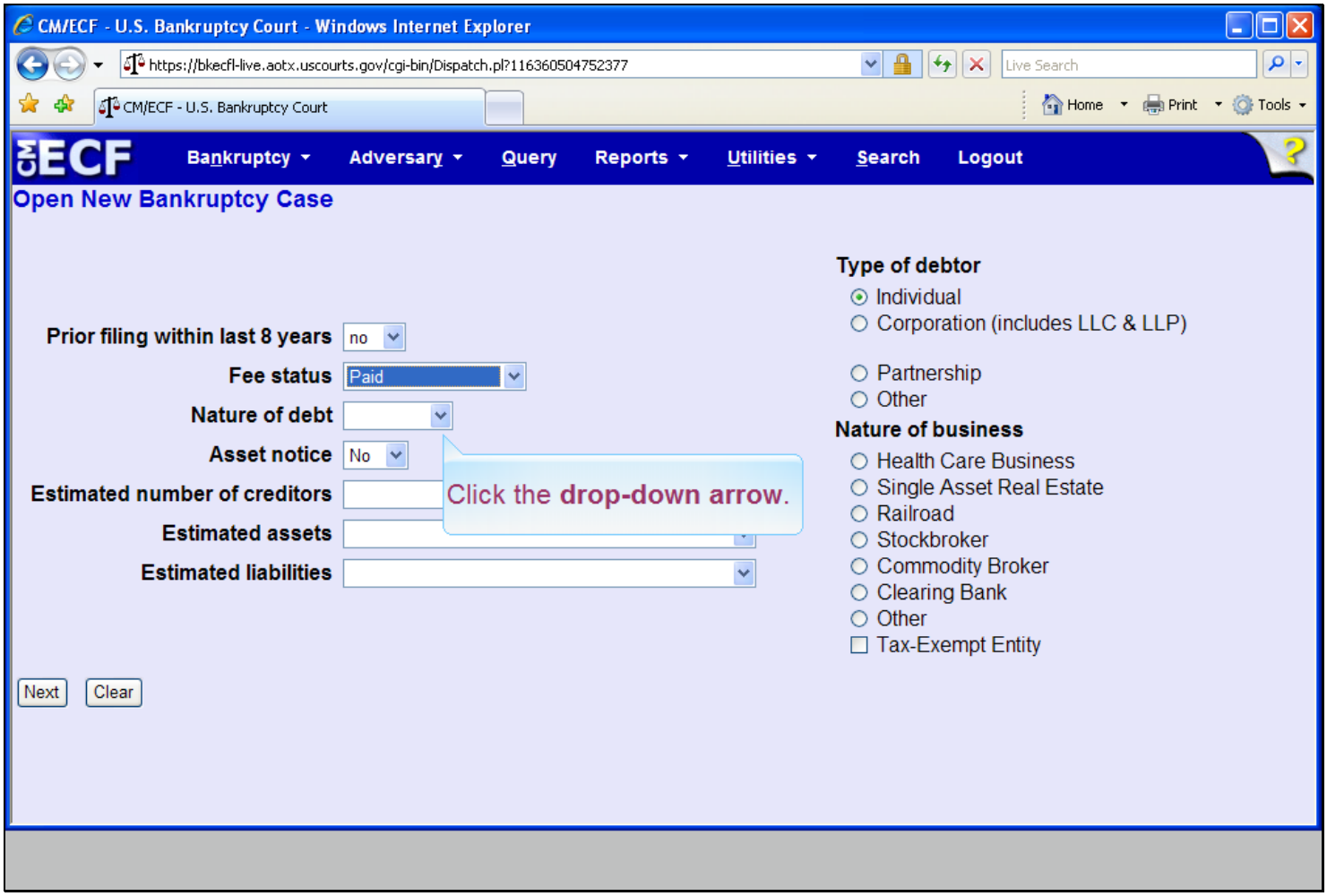
## Slide 34 - Slide 34




## Slide notes

(Note: This is a transition slide.)

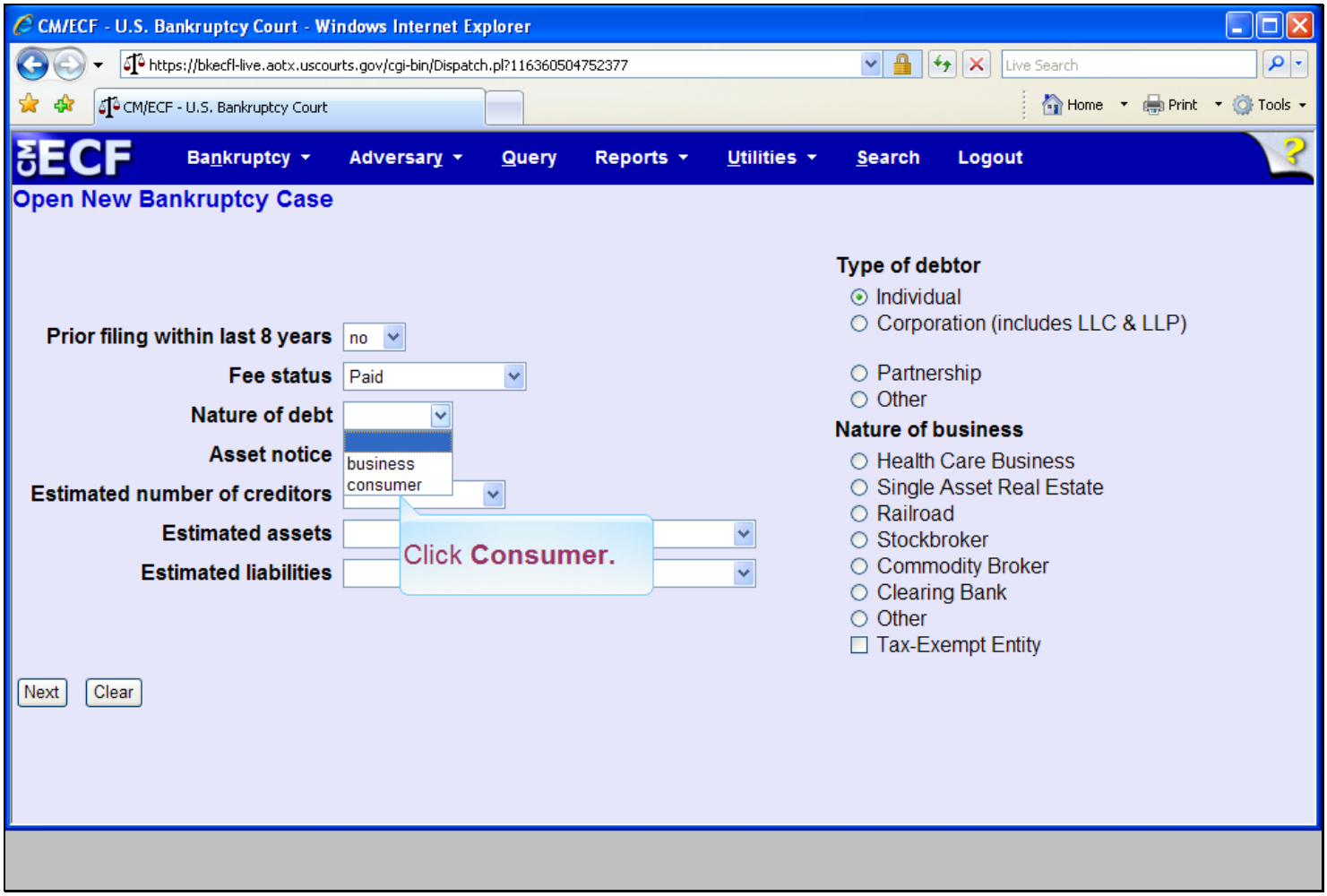
## Slide 35 - Slide 35




### Slide notes

A selection in the Nature of debt field is required. Click the "Nature of debt" drop-down arrow.

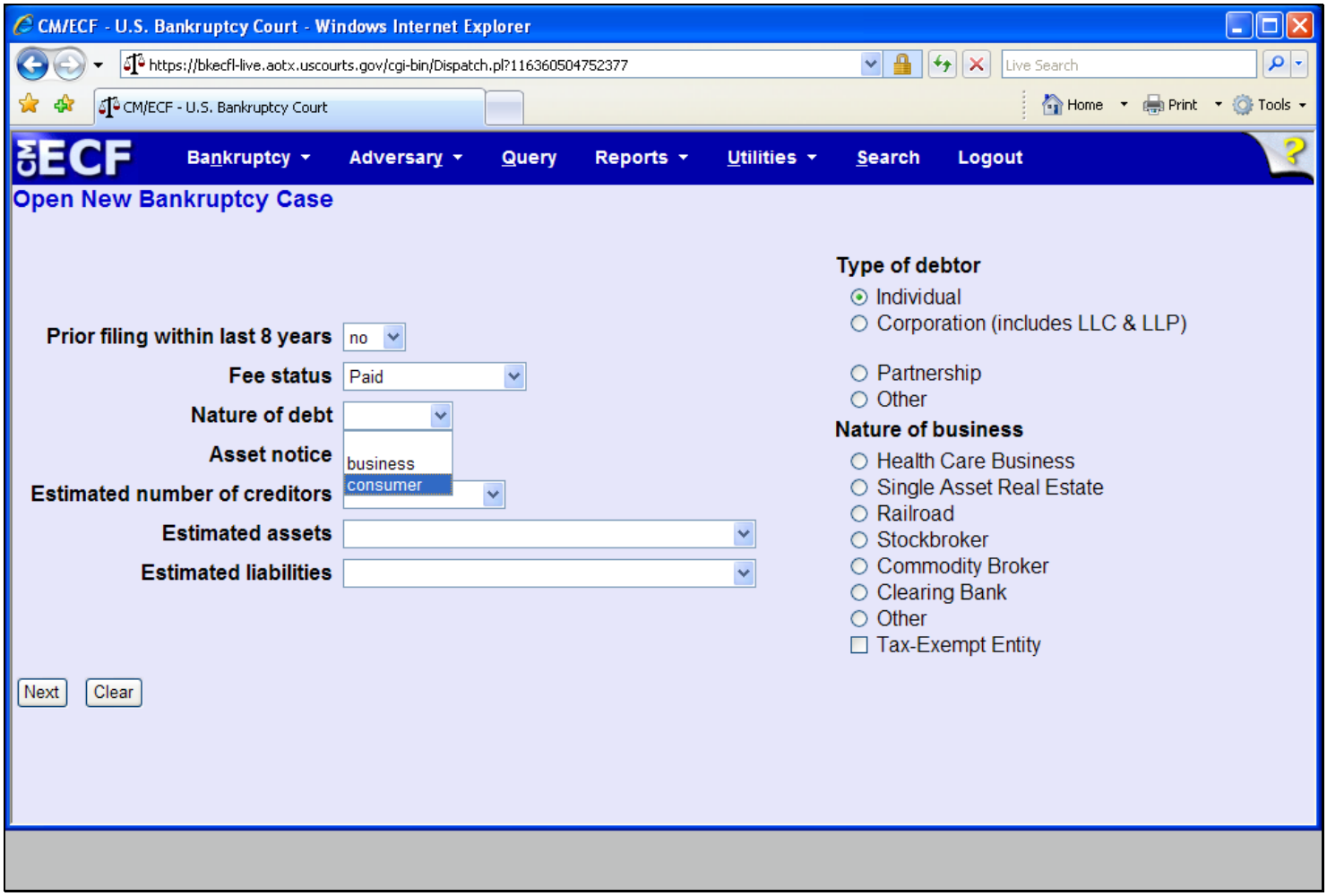
## Slide 36 - Slide 36




## Slide notes

The options in the "Nature of debt" field are business and consumer. When consumer is selected, the Type of debtor must remain Individual and no "Nature of business" selection is allowed. If the debtor has primarily business debts, a "Nature of Business" selection will be required. Later in this presentation, we'll discuss the impact of your selection in the "Nature of debt" field to the "Type of debtor" and "Nature of business" areas of this screen. For our example, click consumer.

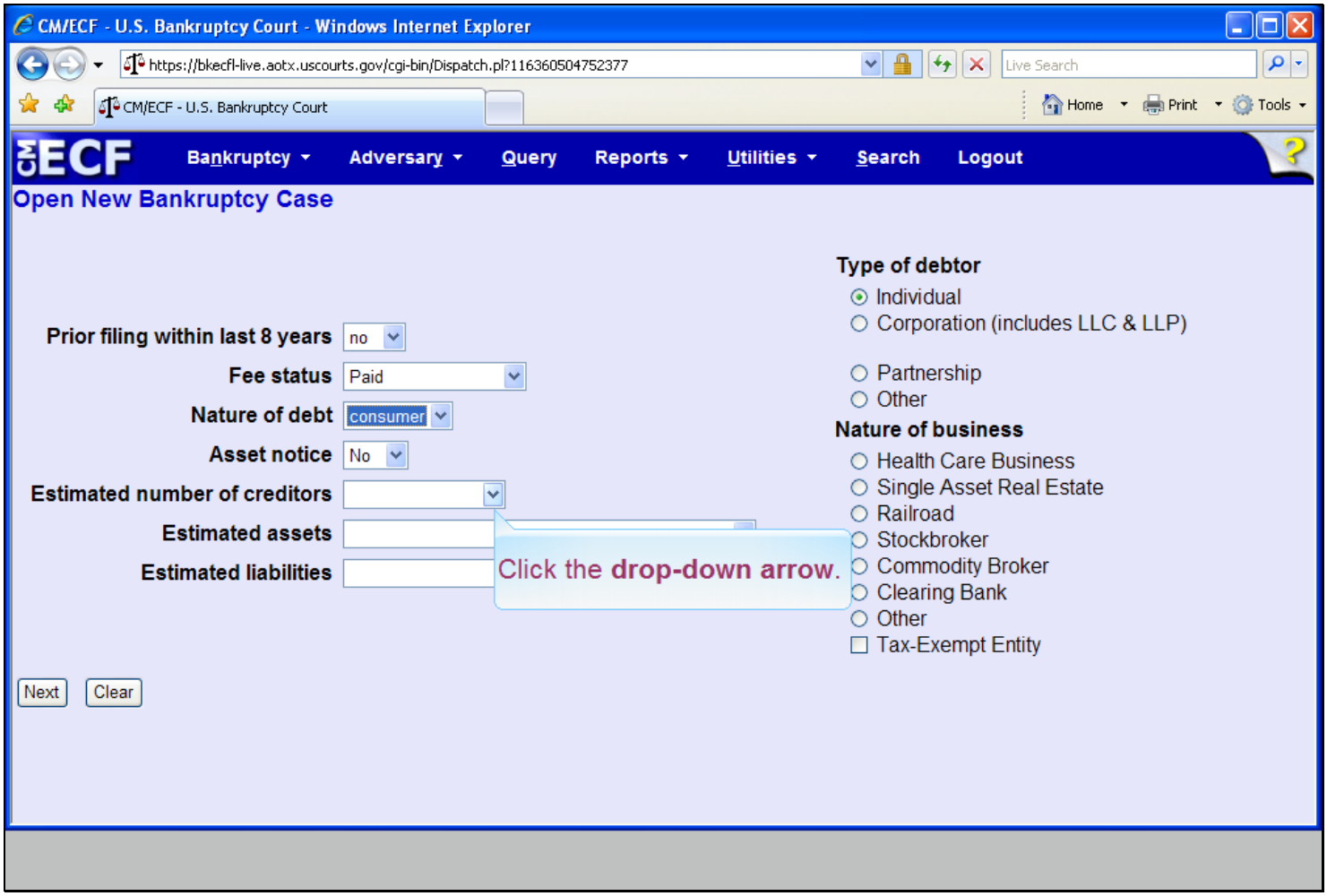
## Slide 37 - Slide 37




## Slide notes

(Note: This is a transition slide.)

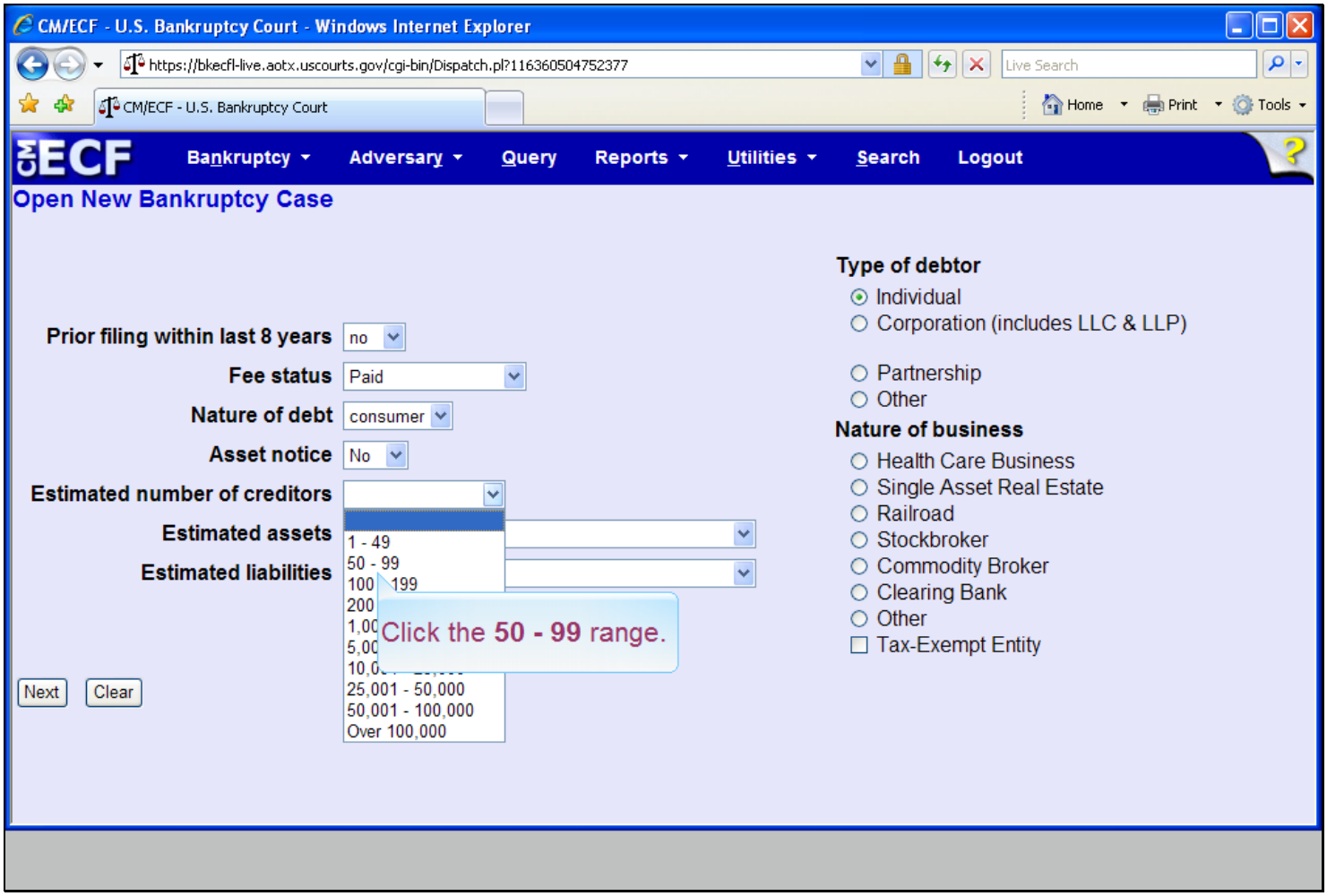
## Slide 38 - Slide 38




### Slide notes

The default entry in the "Asset notice" field is controlled by the chapter you entered on the initial case opening screen. Chapter 7 liquidation filings are considered No Asset and, thus, the "Asset notice" field reads "No." The default for the "Asset notice" field will be "yes" when opening a case using any other chapter. An entry in the "Estimated number of creditors" field is required. The field may not be left blank. Click the "Estimated number of creditors" drop-down arrow.

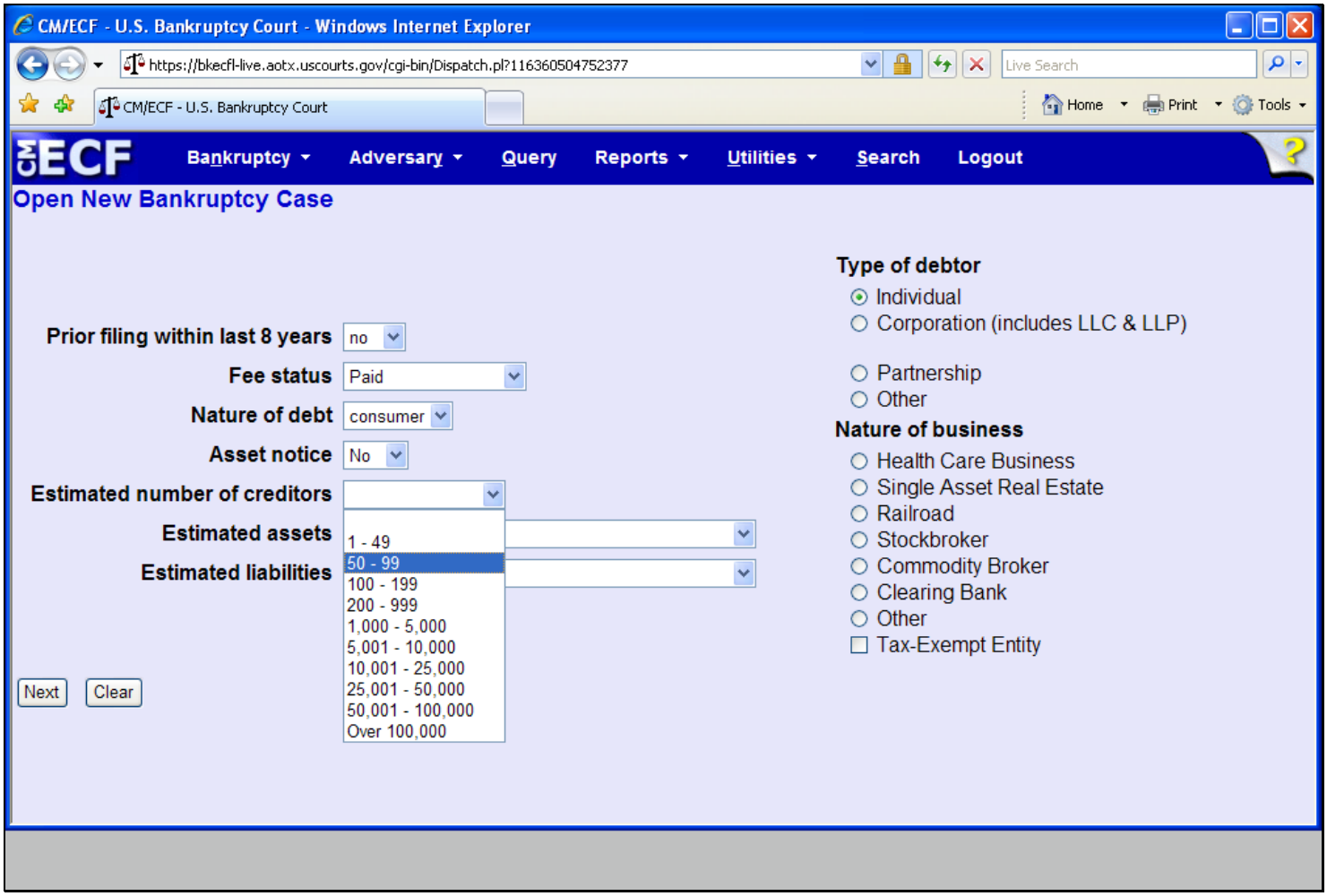
## Slide 39 - Slide 39




## Slide notes

This list contains a numeric range of options for the estimated number of creditors similar to those found on the B1 Voluntary Petition Form. For our example, click the 50-99 creditor range.

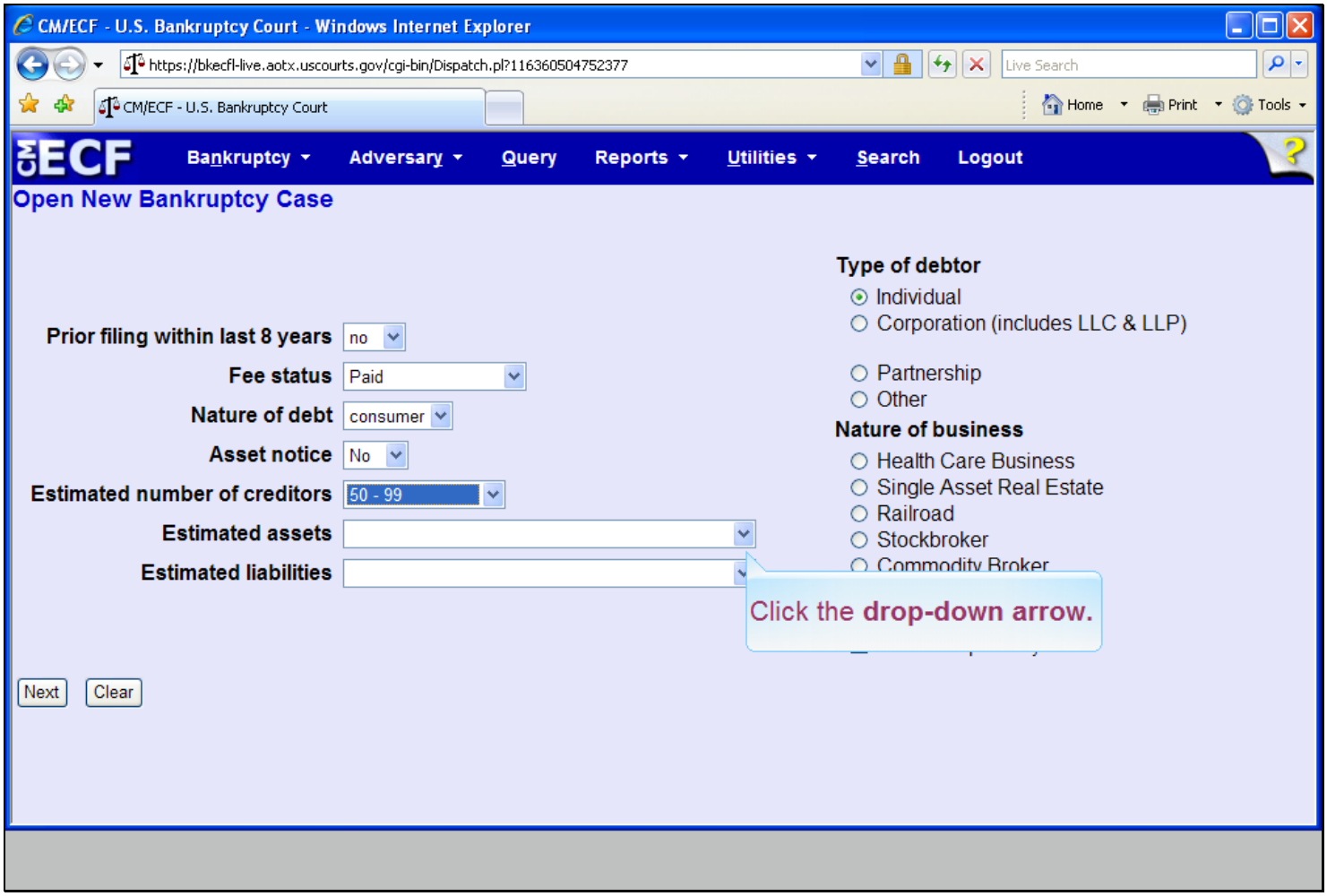
## Slide 40 - Slide 40




## Slide notes

(Note: This is a transition slide.)

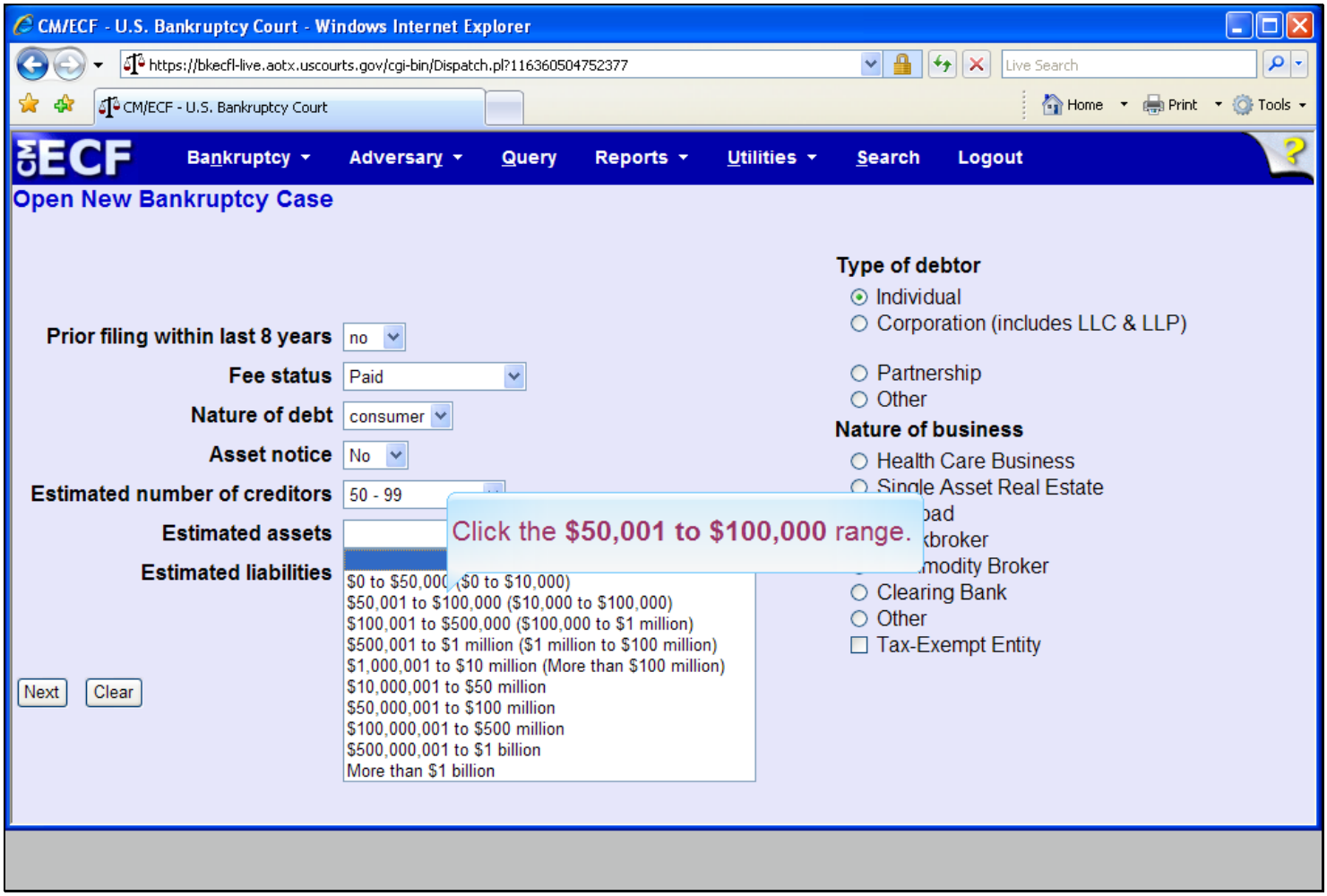
## Slide 41 - Slide 41




## Slide notes

An entry in the Estimated Assets field is required. Click the Estimated assets drop-down arrow.

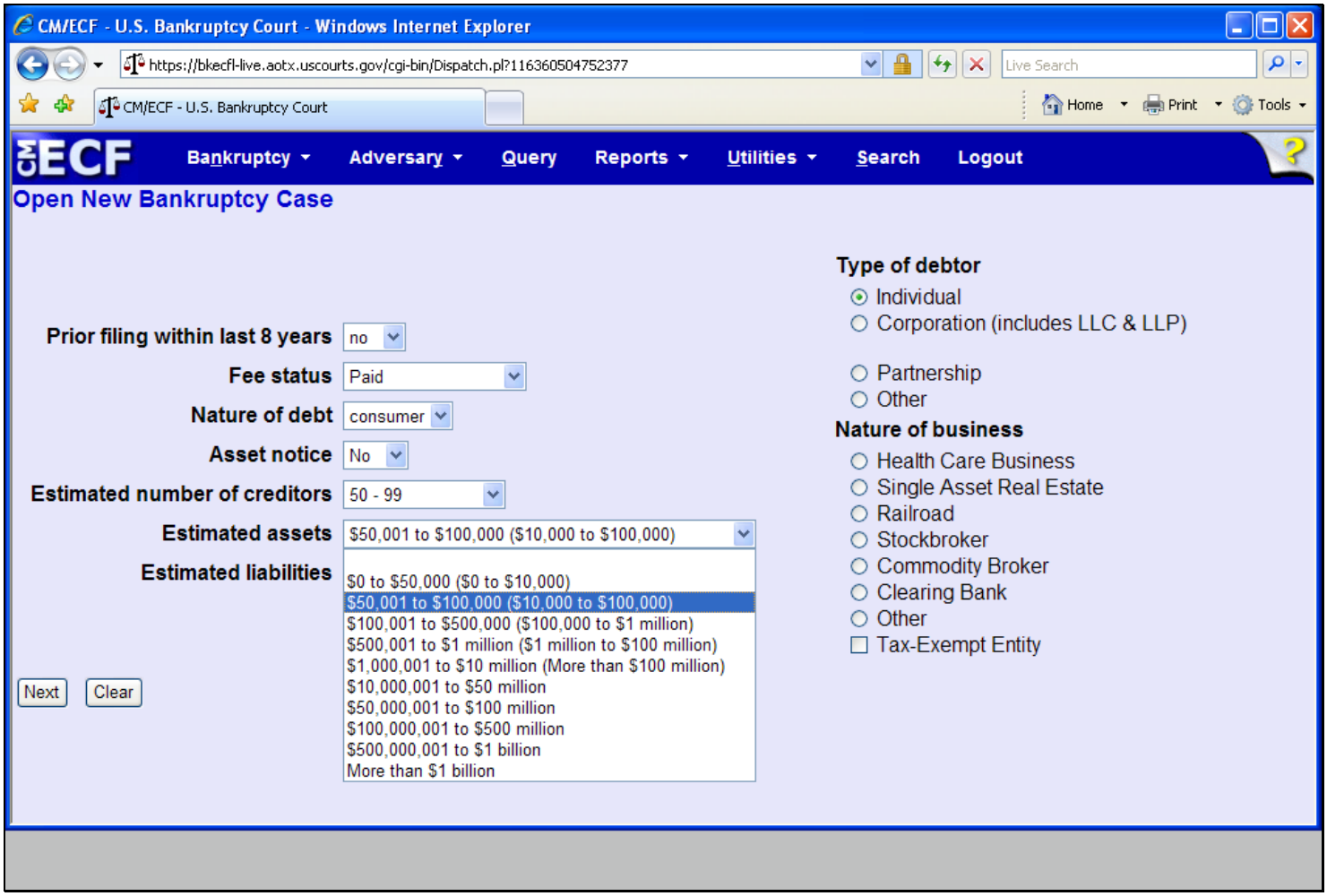
## Slide 42 - Slide 42




### Slide notes

For our example, click the $50,001 to $100,000 range.

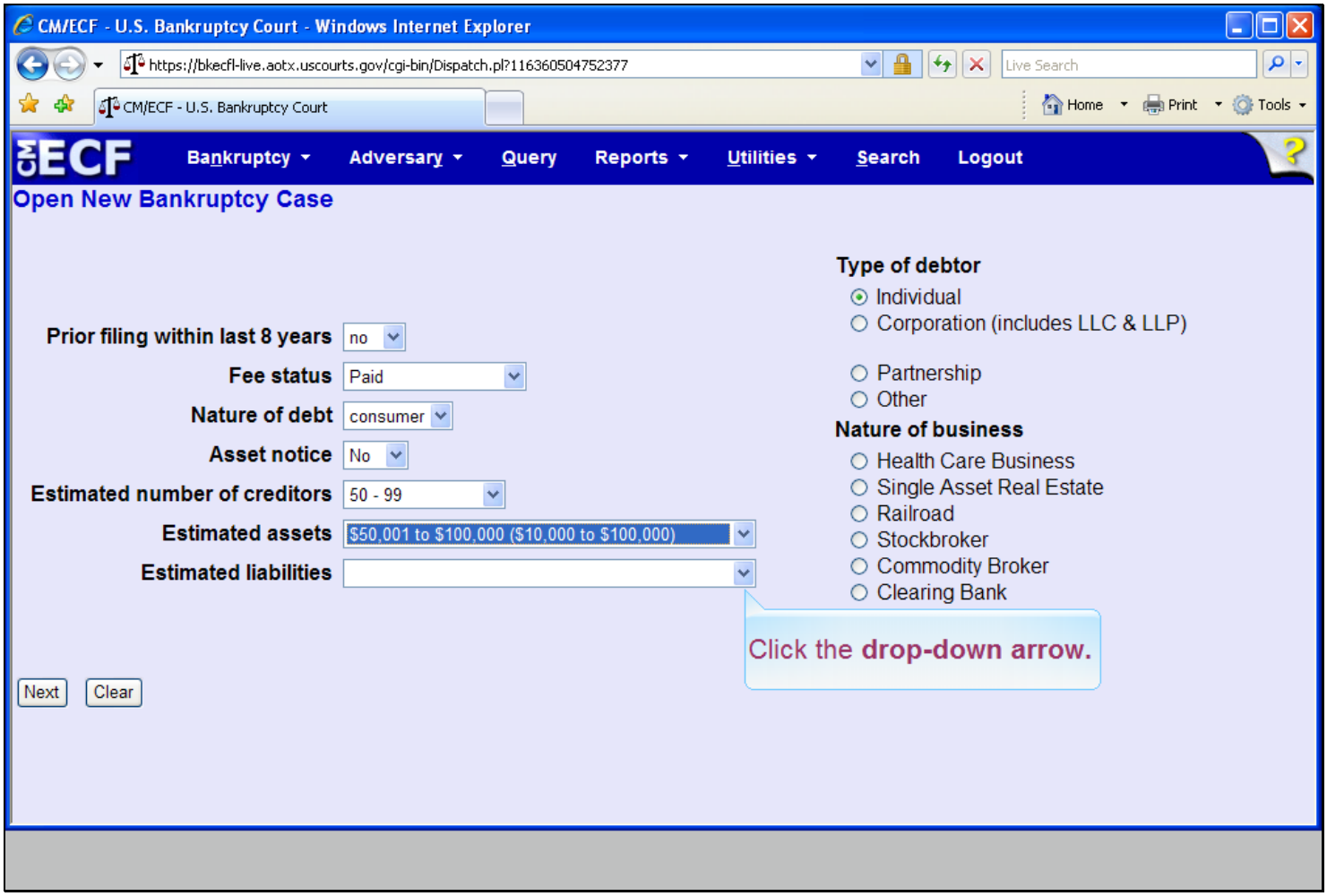
## Slide 43 - Slide 43




## Slide notes

(Note: This is a transition slide.)

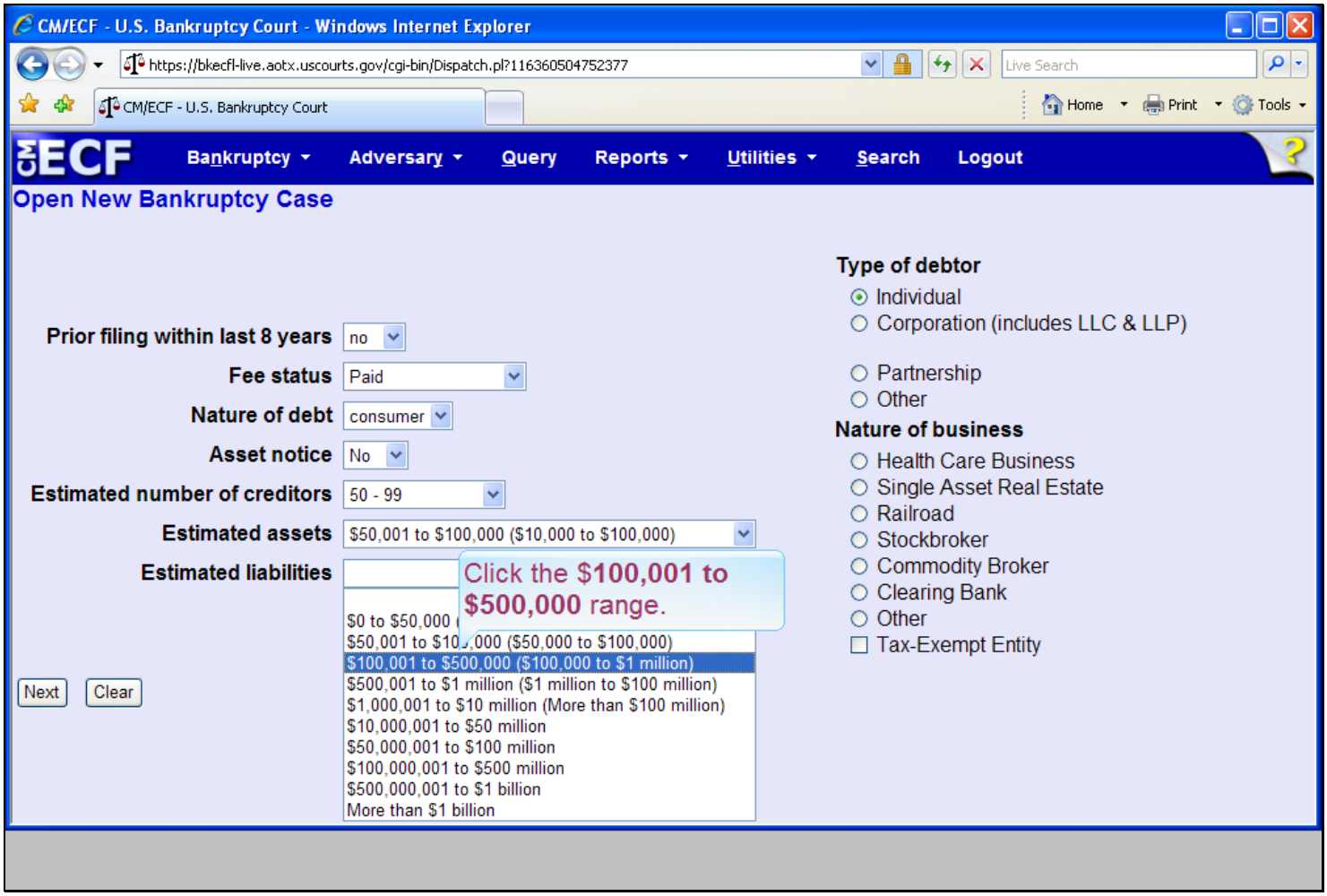
## Slide 44 - Slide 44




## Slide notes

An entry in the "Estimated liabilities" field is also required. Click the "Estimated liabilities" drop-down arrow.

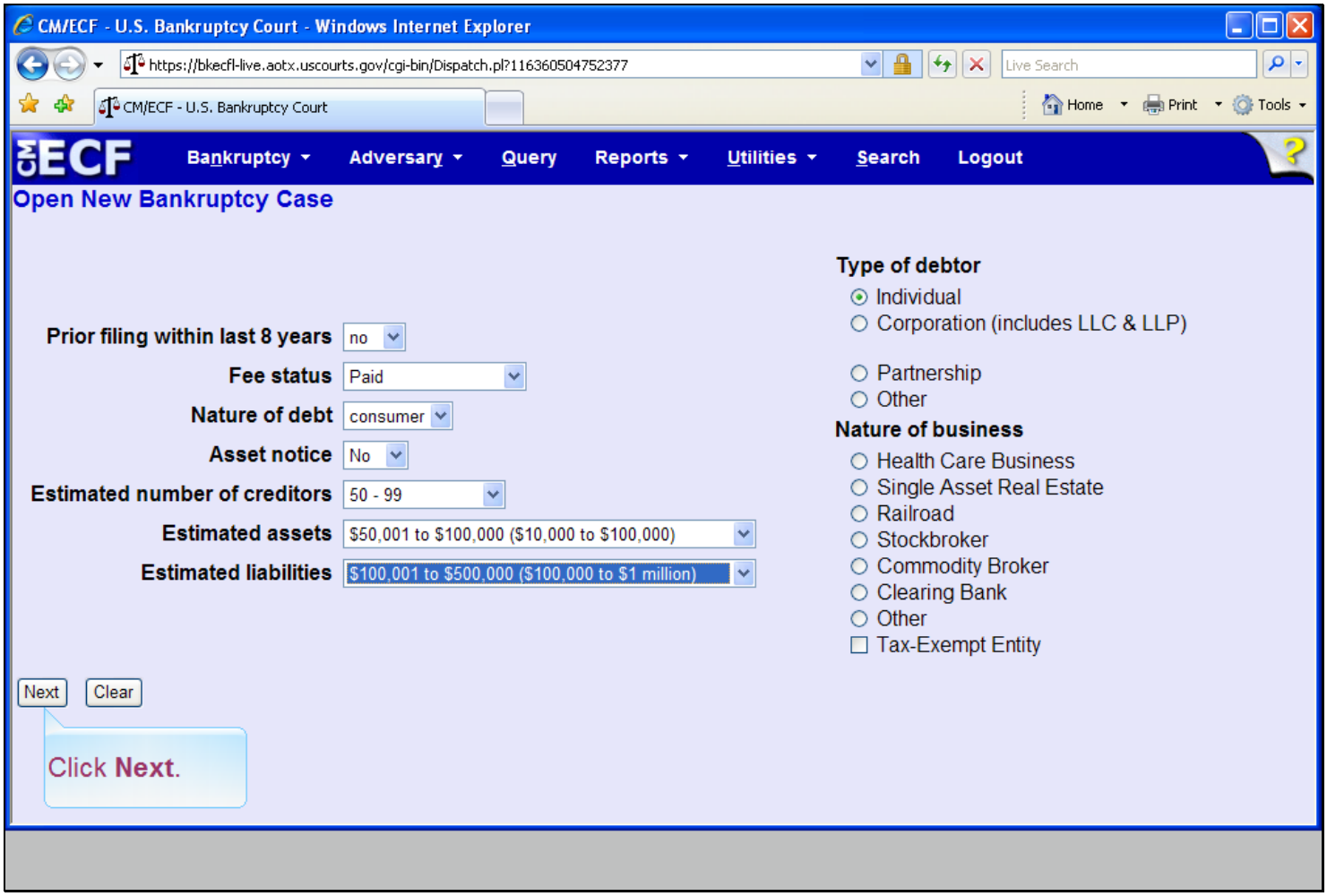
## Slide 45 - Slide 45




### Slide notes

For our example, click the $100,001 to $500,000 range.

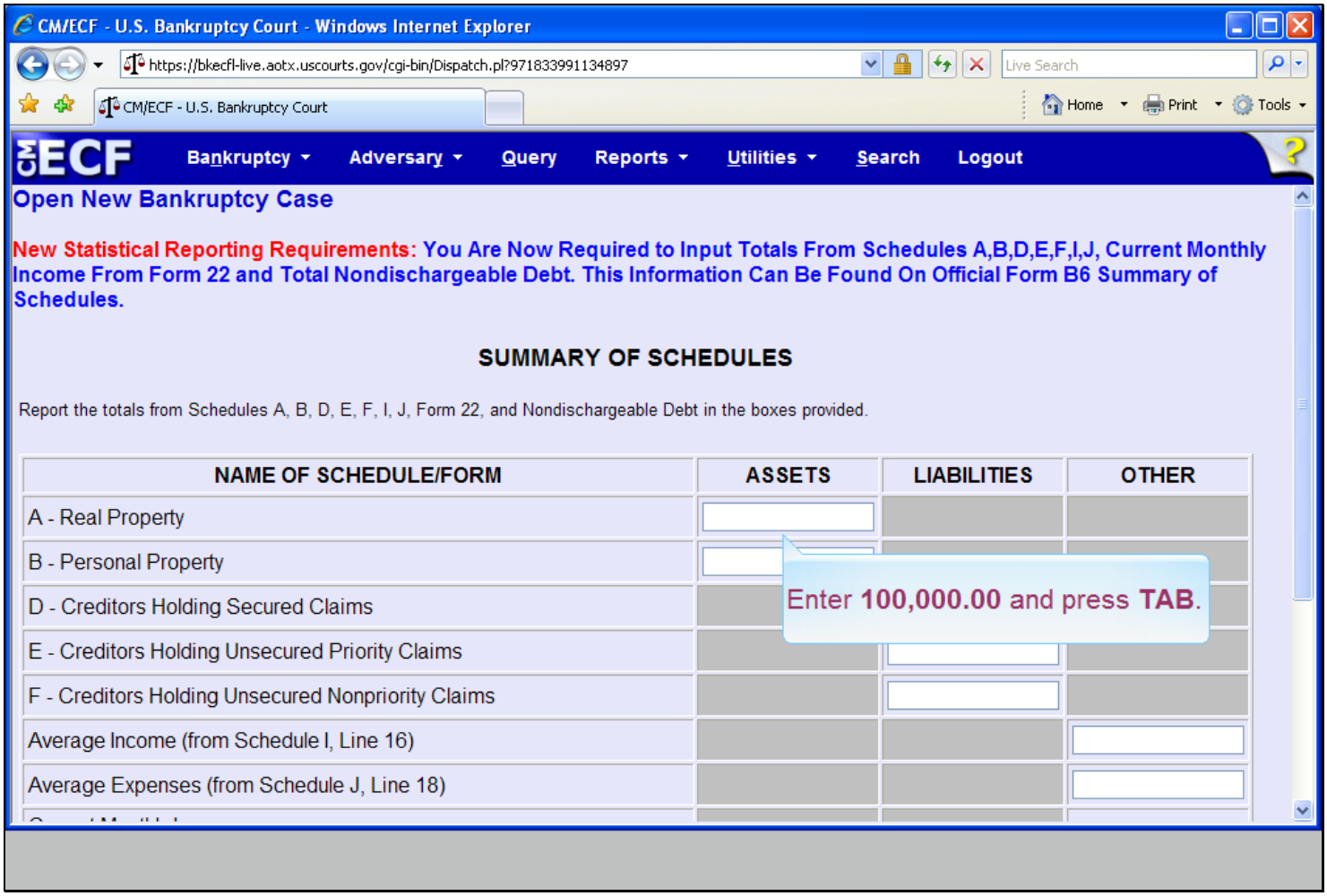
## Slide 46 - Slide 46




## Slide notes

Under the "Type of debtor" heading, Individual is the default and is the appropriate selection if the "Nature of debt" is consumer. When the entry in the "Nature of debt" field is business, the "Type of debtor" selection should be Corporation, Partnership or Other and a selection under the "Nature of business" heading must be made. The "Tax-Exempt Entity" check box should be checked when the "Nature of business" selection made is also a tax exempt entity. For our example, the nature of debt field contains consumer and the appropriate radio button under "Type of debtor", Individual. Click Next.

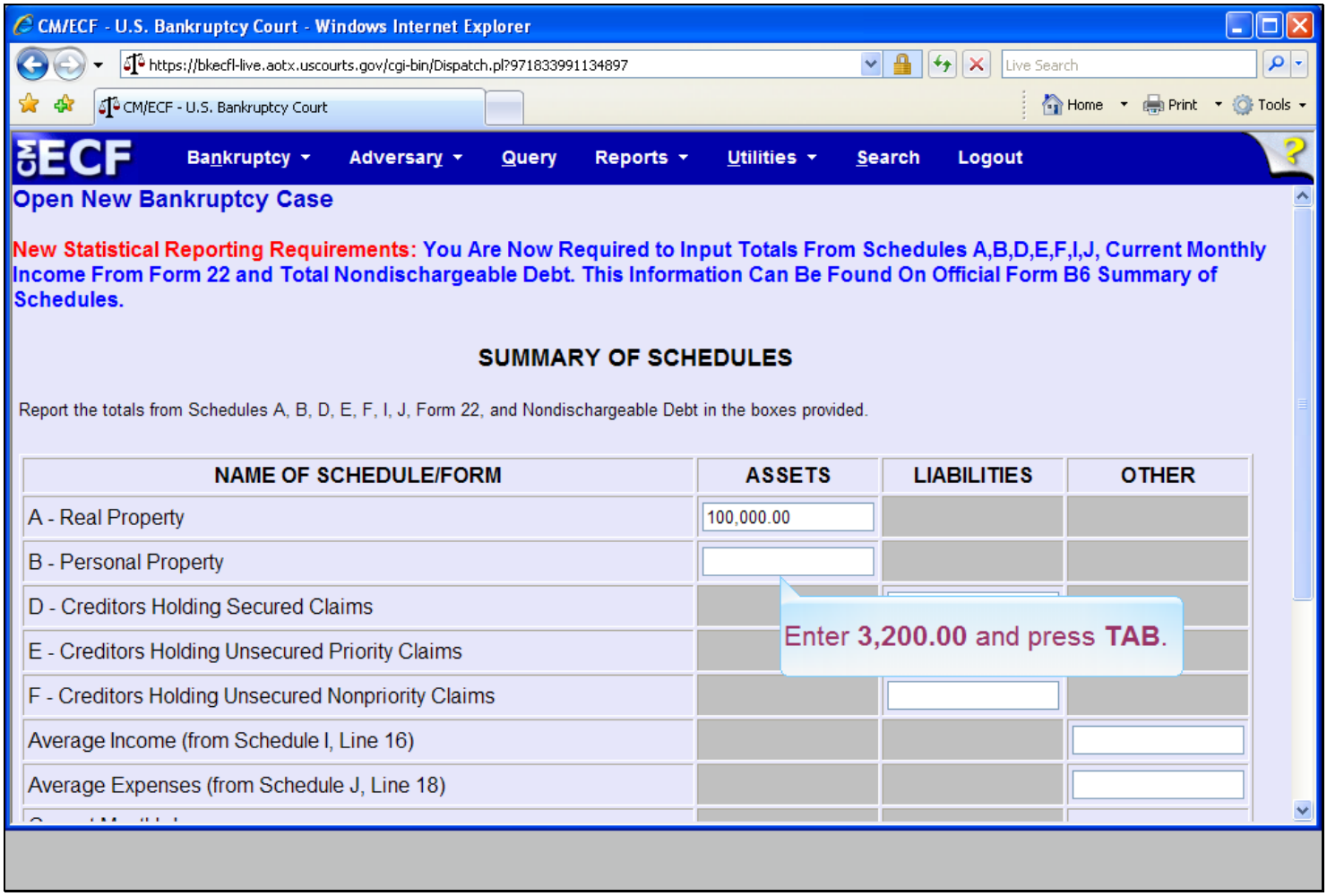
## Slide 47 - Summary of Schedules




## Slide notes

The Summary of Schedules screen appears. The top of the screen informs you that dollar amounts listed on Official Form B6 - Summary of Schedules are required to be entered on this screen. If any of this data is not available when the case is opened, you must docket a follow up event, Summary of Schedules. This follow up event will present this same screen allowing you to fill in any missing amounts. Enter the amount from Schedule A, then press TAB.

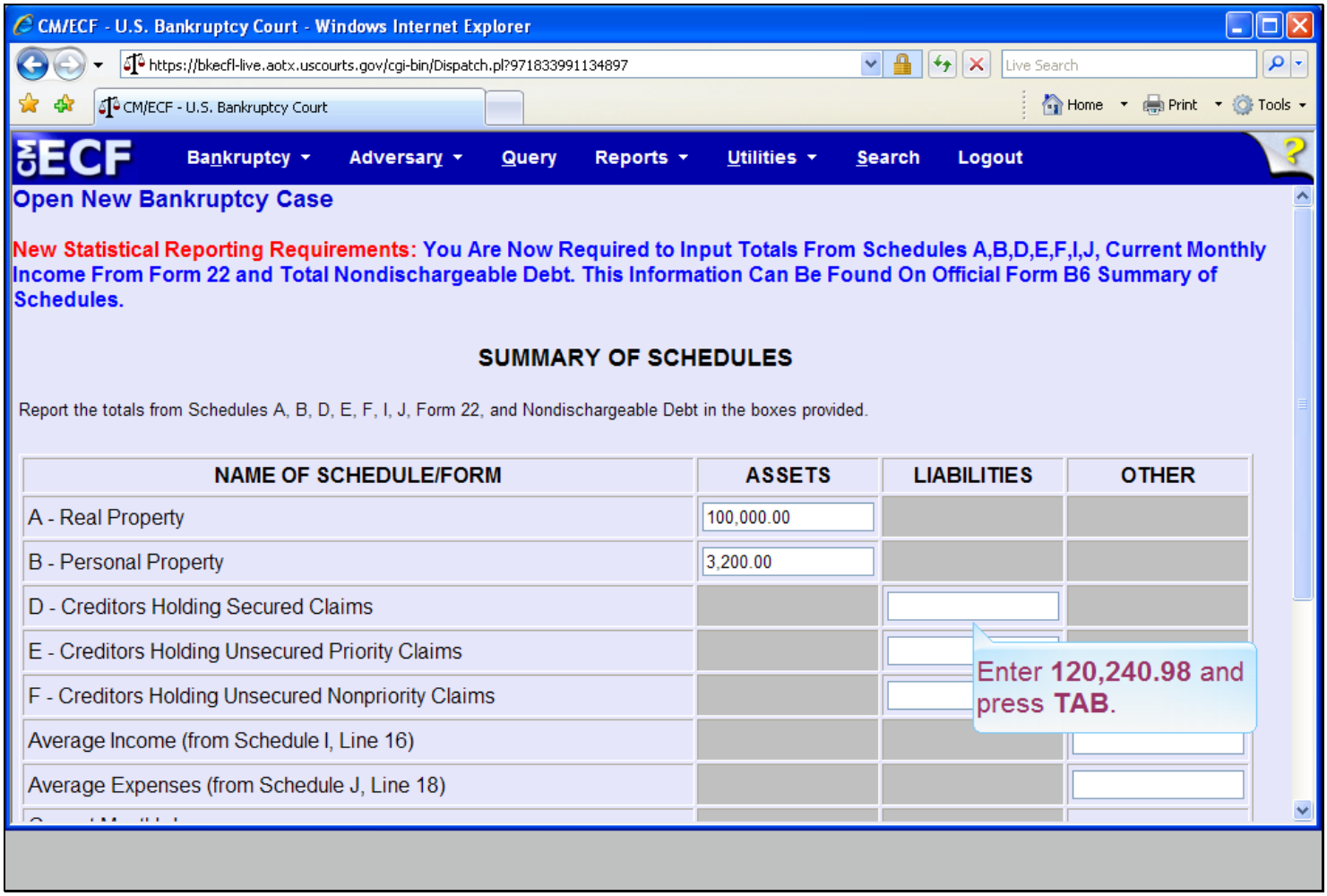
## Slide 48 - Slide 48




## Slide notes

Enter the amount from Schedule B, then press TAB.

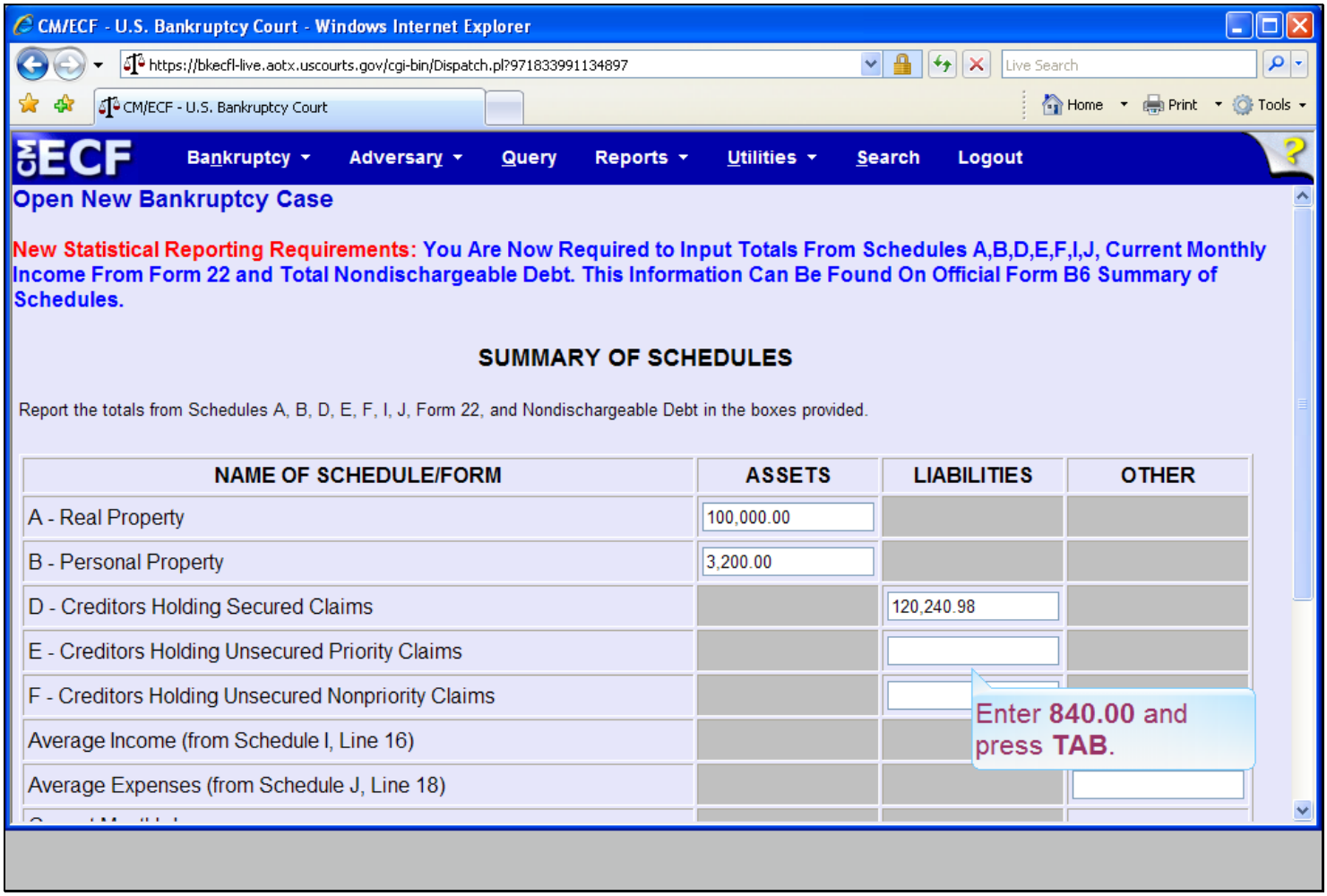
## Slide 49 - Slide 49




## Slide notes

Enter the amount from Schedule D, then press TAB.

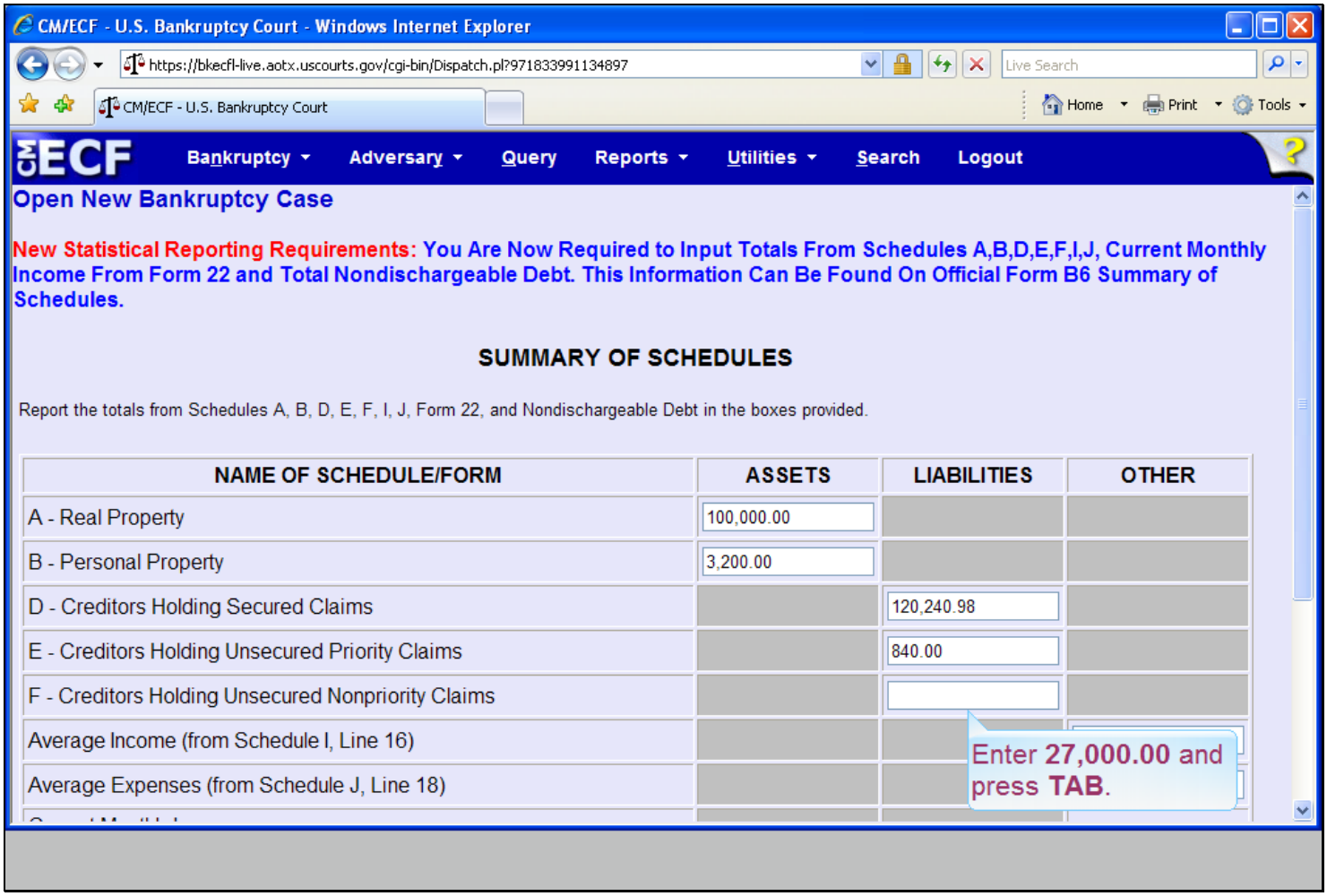
## Slide 50 - Slide 50




## Slide notes

Enter the amount from Schedule E, then press TAB.

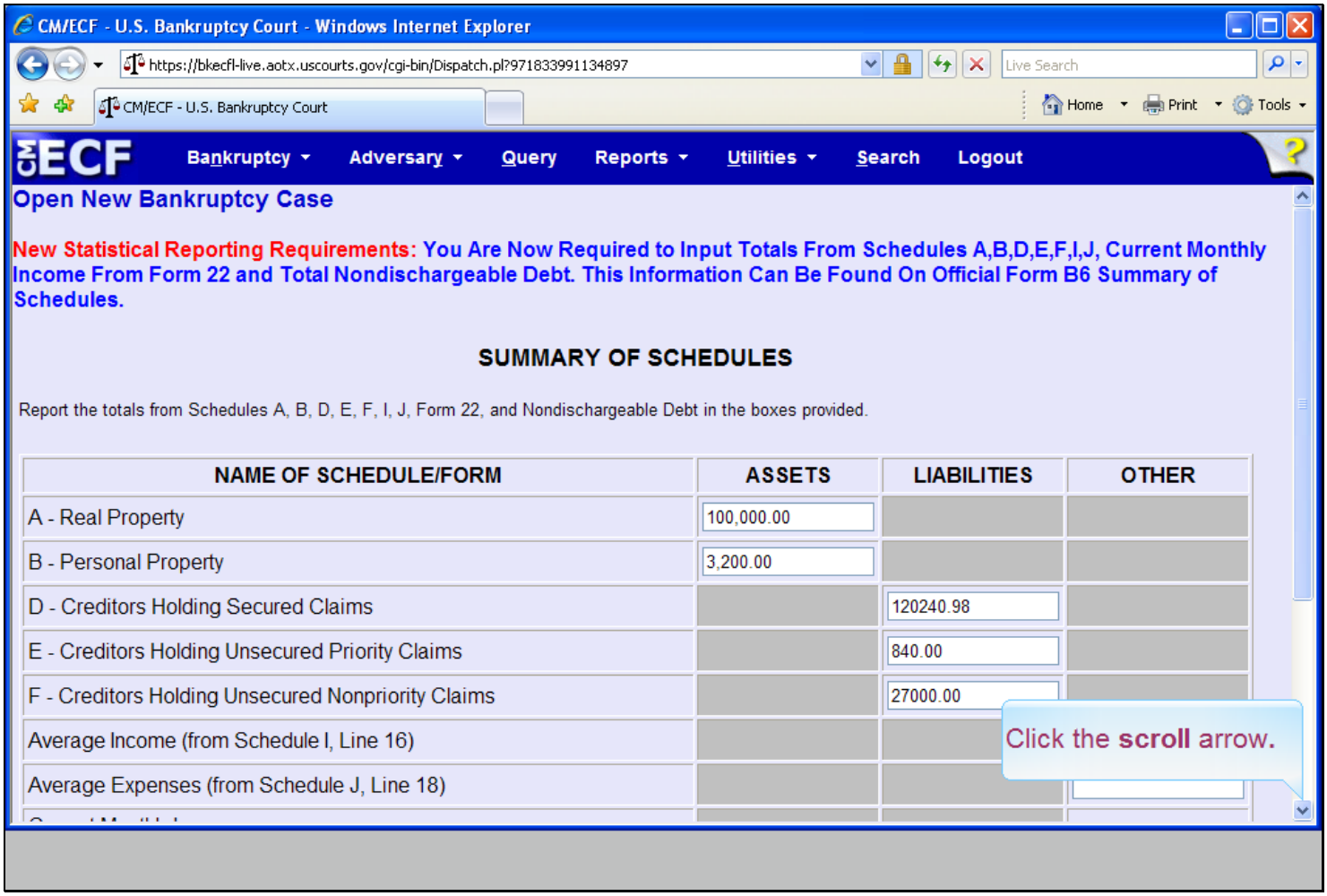
## Slide 51 - Slide 51




## Slide notes

Enter the amount from Schedule F, then press TAB.

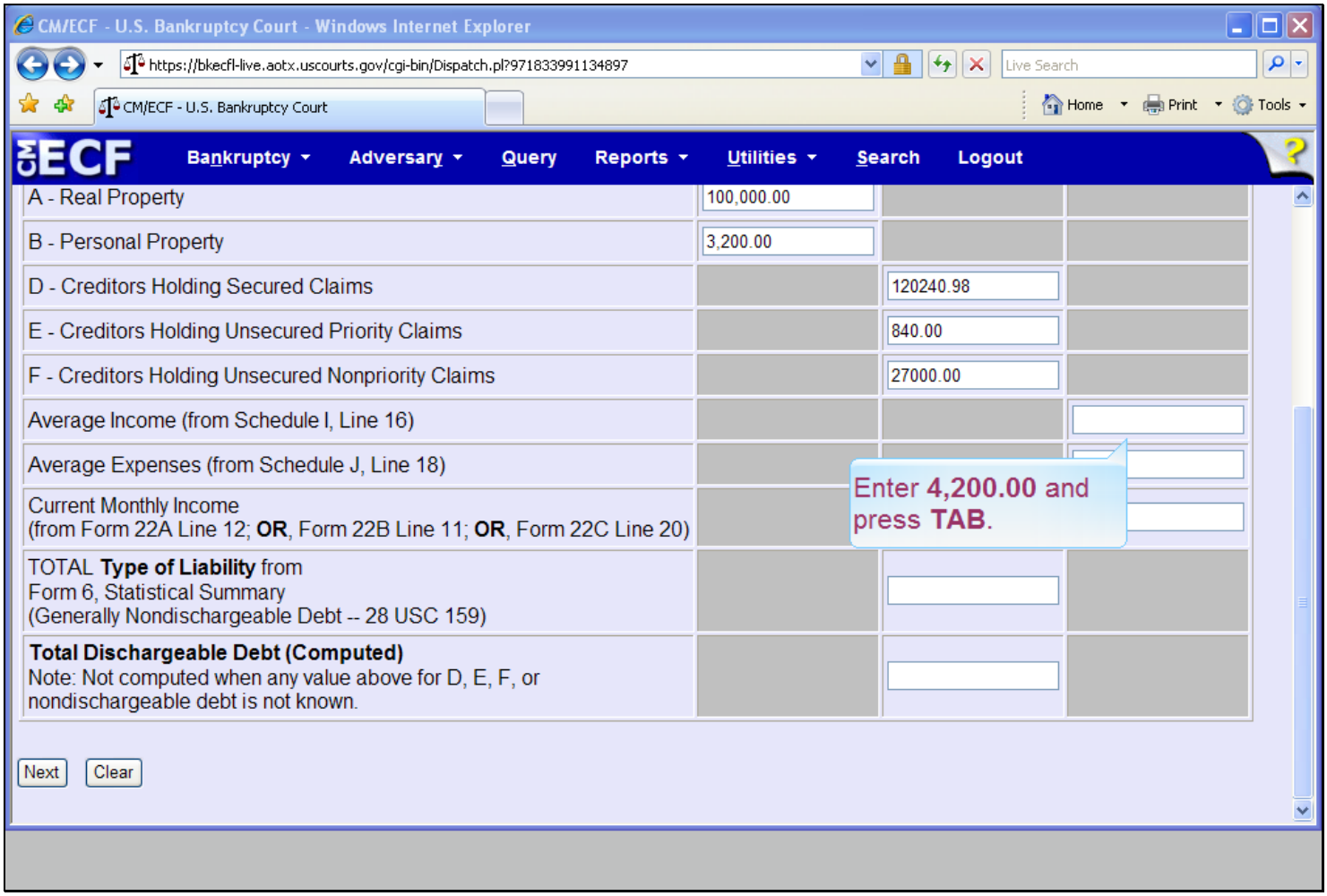
## Slide 52 - Slide 52




### Slide notes

View the remainder of this screen to complete the required entries by clicking the scroll arrow.

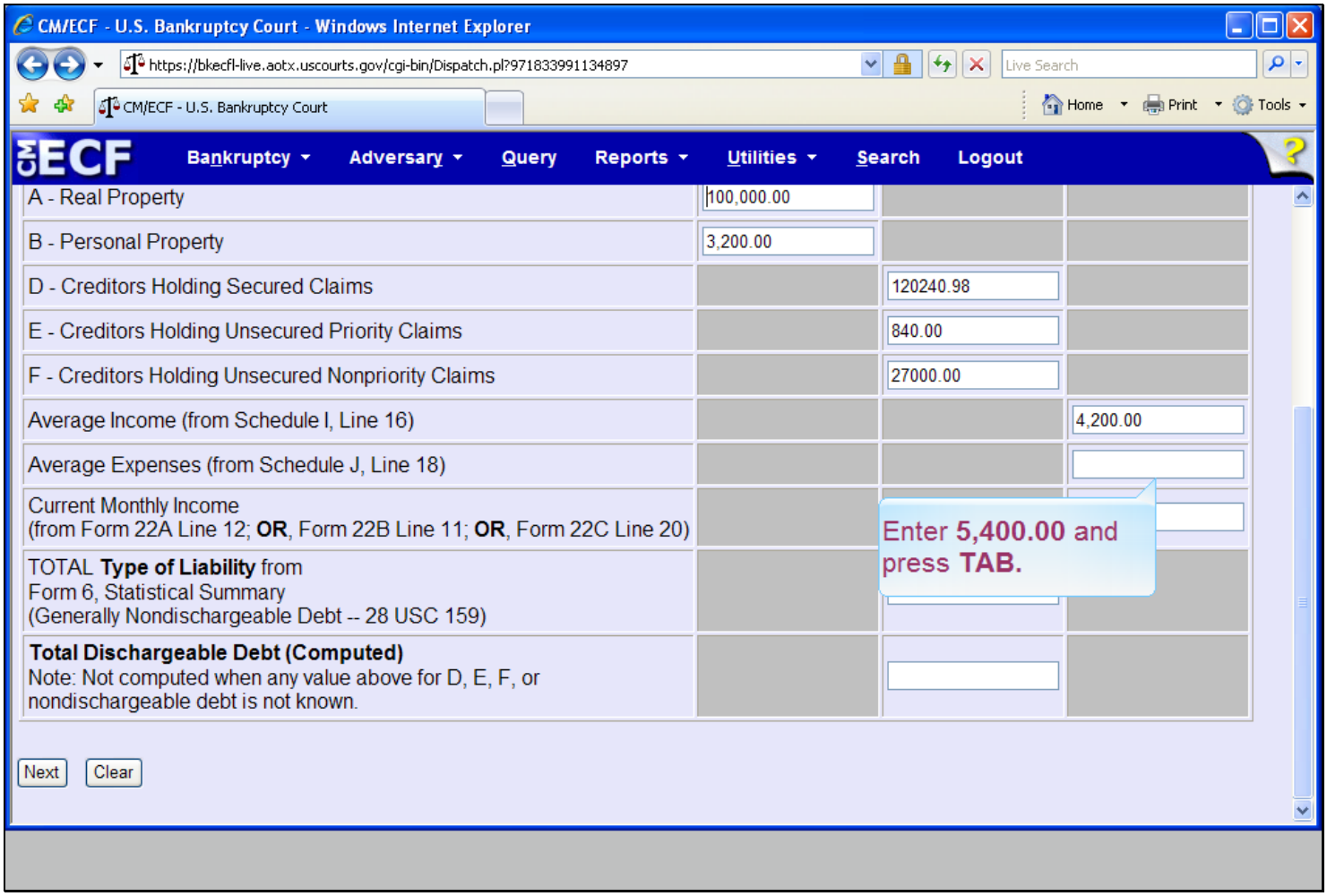
## Slide 53 - Slide 53




### Slide notes

Enter the amount from Line 16 of Schedule I, then press TAB.

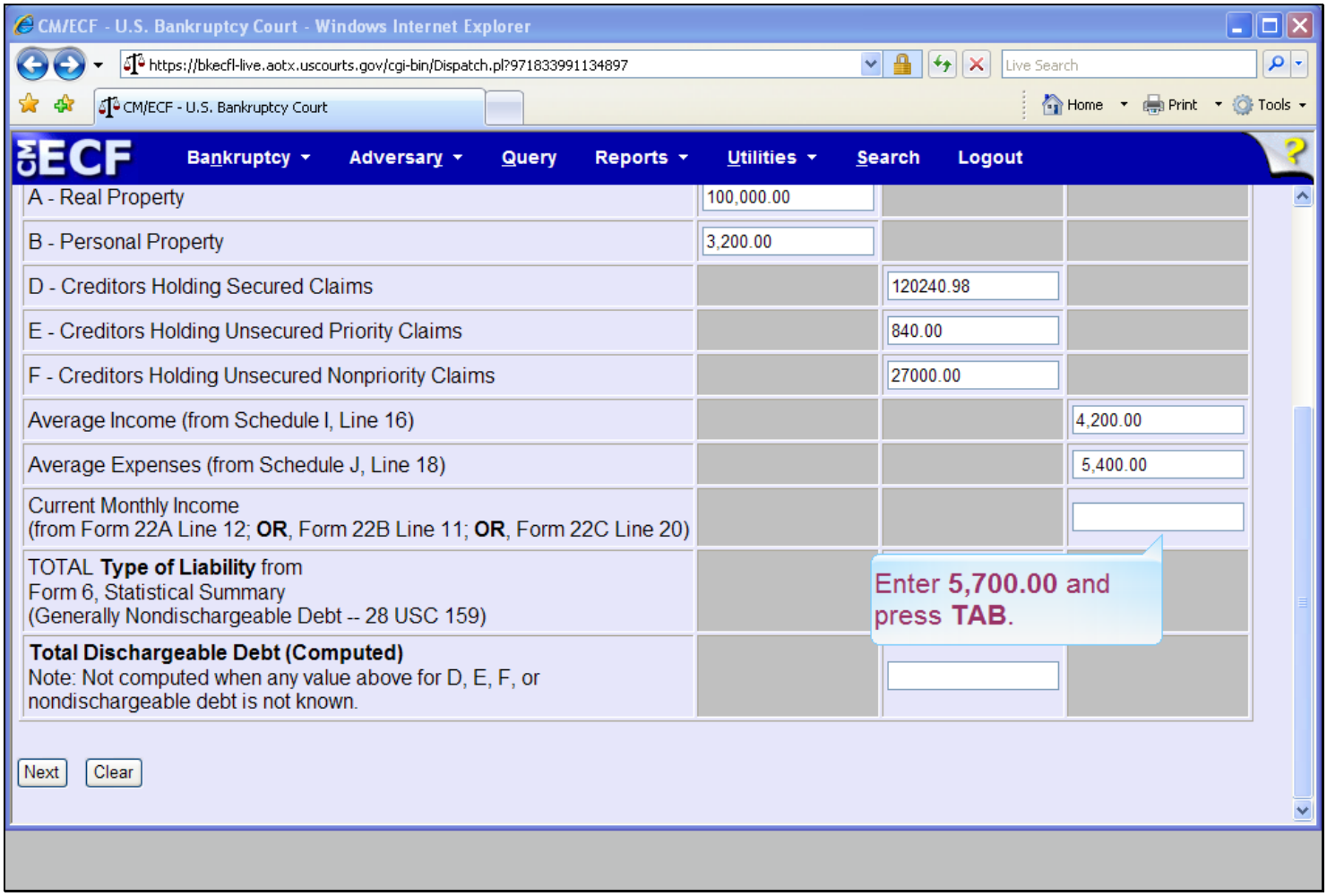
## Slide 54 - Slide 54




### Slide notes

Enter the amount from Line 18 of Schedule J, then press TAB.

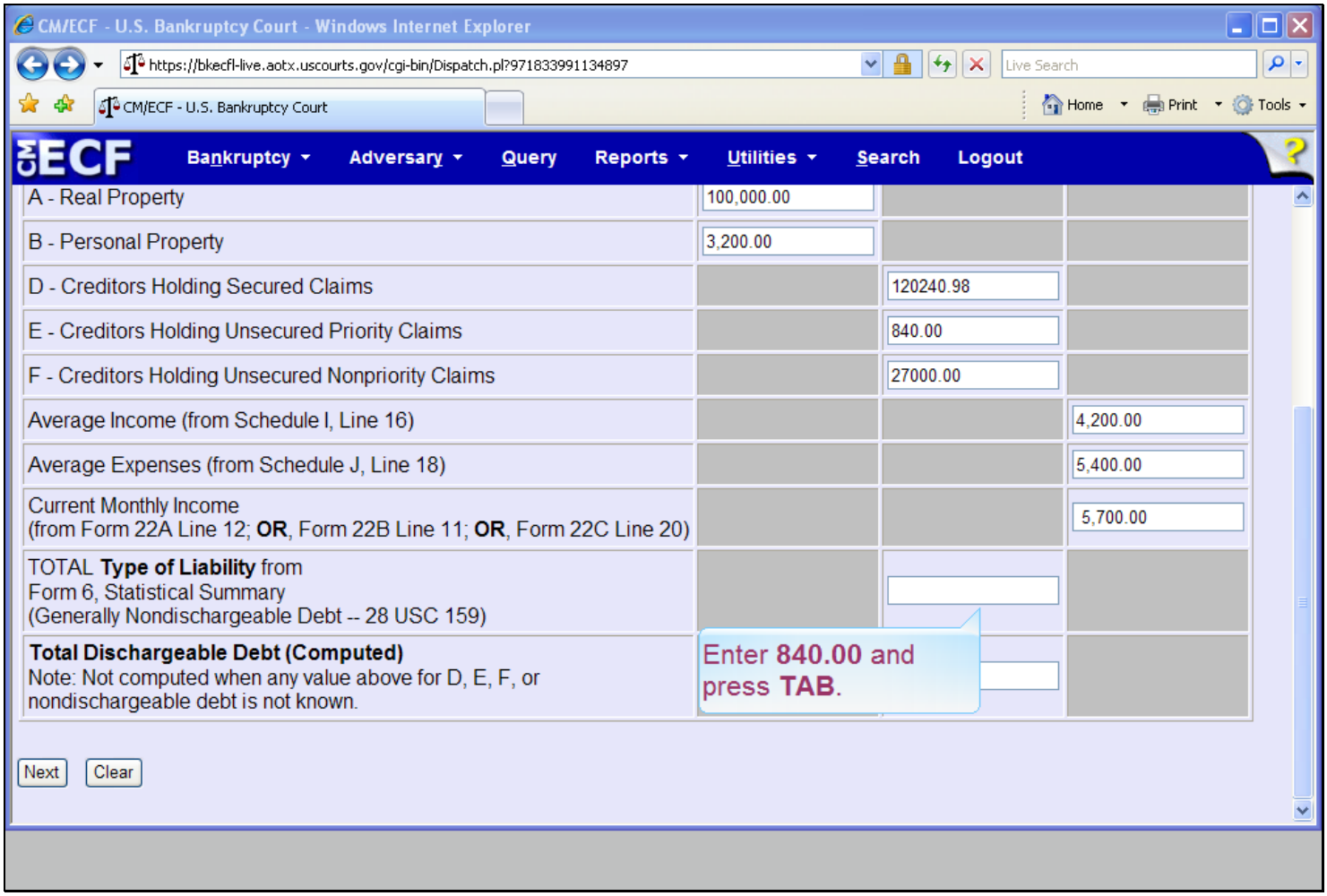
## Slide 55 - Slide 55




## Slide notes

Enter the amount for Current Monthly Income from Form 22A, Statement of Current Monthly Income and Means Test Calculation, then press TAB.

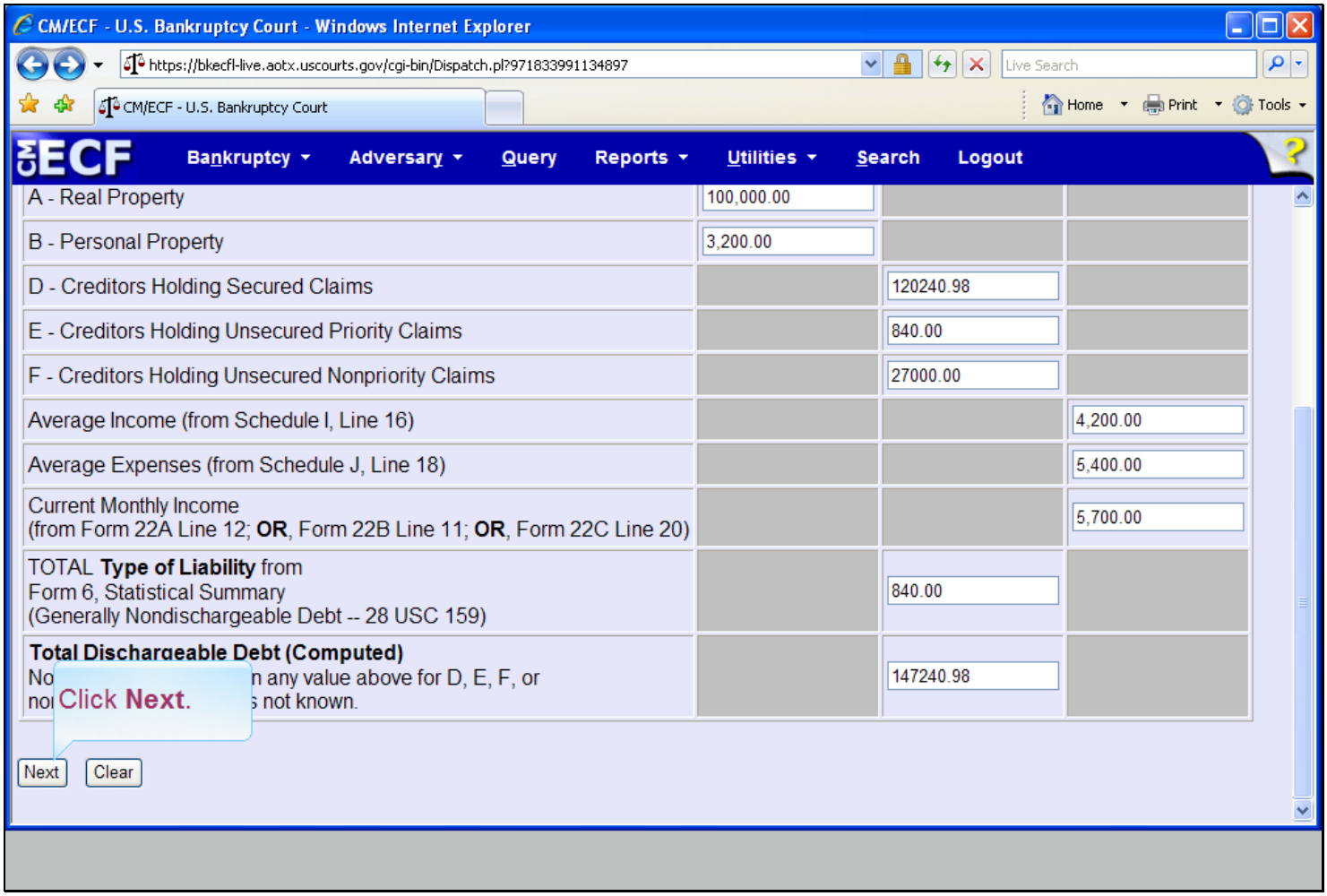
### Slide 56 - Slide 56




### Slide notes

The Type of Liability is also found on the Statistical Summary page of Form B6. Enter the total amount for Type of Liability and press TAB.

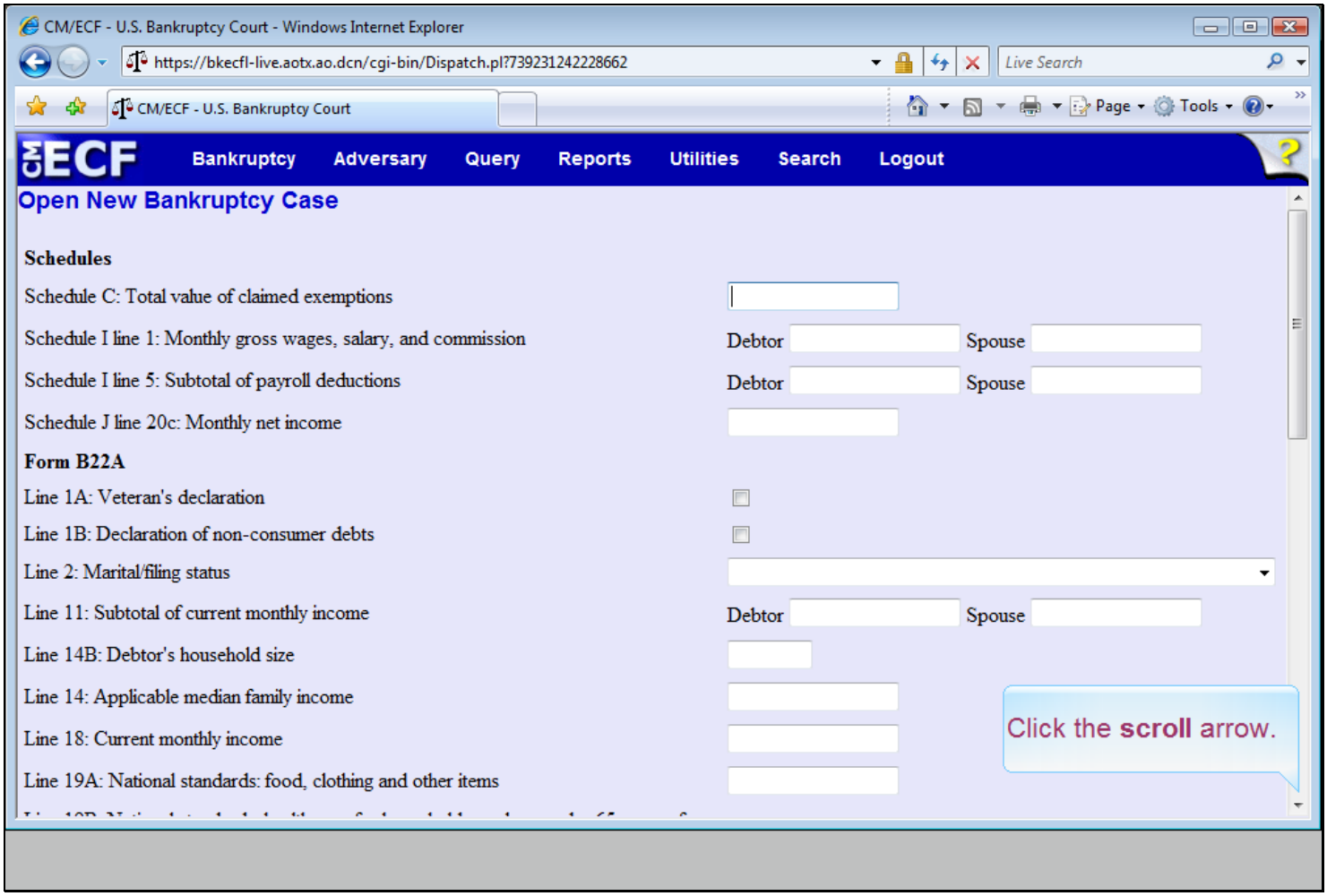
## Slide 57 - Slide 57




## Slide notes

The Total Dischargeable Debt field is automatically calculated based on the figures you entered in the Liabilities column. This total will not be calculated if any of the fields in this column are not entered. All of these figures are needed for judicial statistical reporting. Click Next.

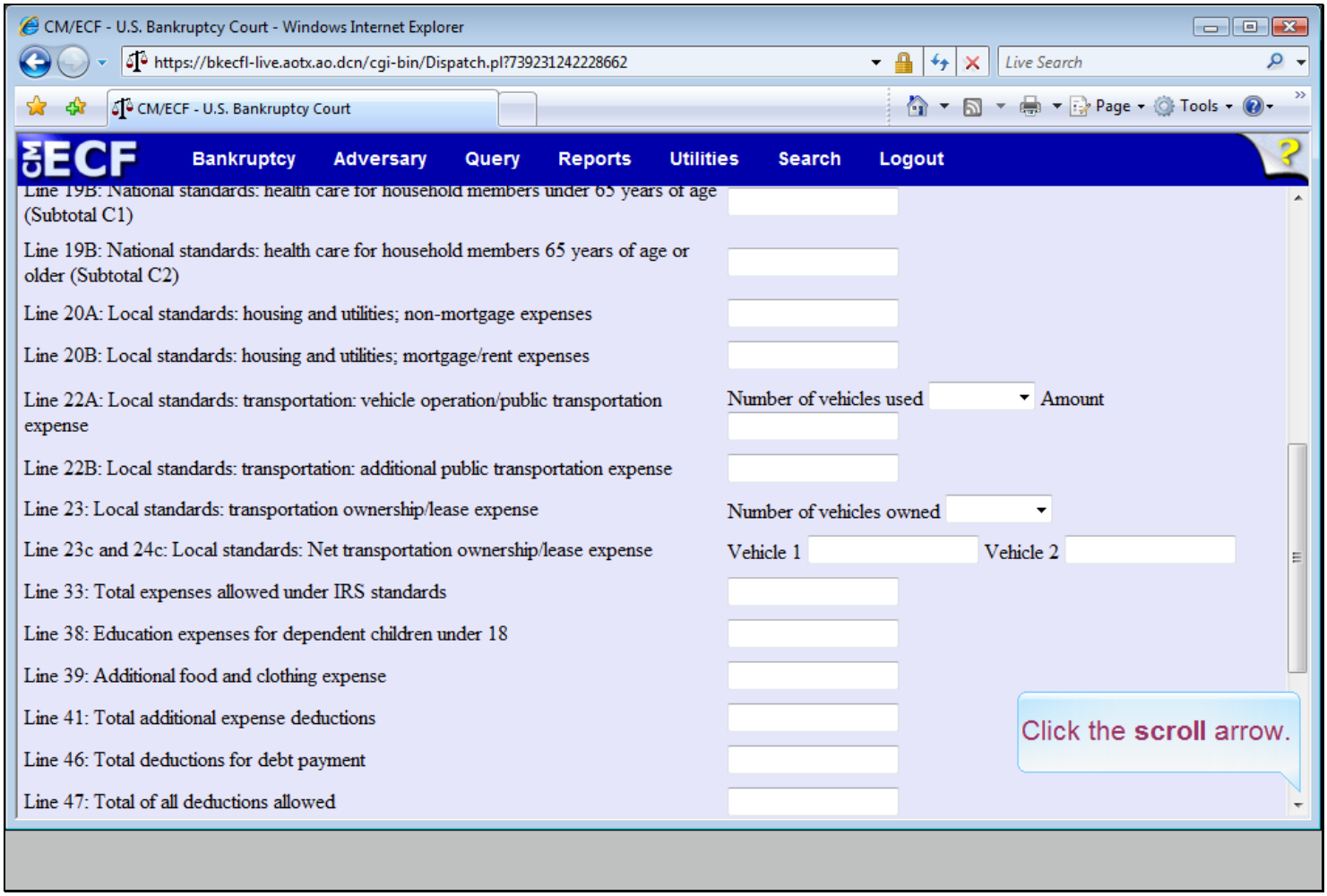
## Slide 58 - US Trustee Statistics




## Slide notes

The next screen displayed in the bankruptcy case opening process is used to collect data used by the Office of the United States Trustee. This data can be collected at case opening for Chapters 7, 11, 12 and 13 and the screen will vary depending on the chapter filed. The screen shown displays for a Chapter 7 case which requires the most extensive collection of information from the Form B22A, Means Test Form. If the information is not available at case opening, it may be entered at a later date after docketing the appropriate event for its entry. The data is sent to the US Trustee through the US Trustee Daily Extraction program in CM/ECF. For our example, no data will be entered on this screen. It is however, important for you to review the type of data entered here. Take a look at the kinds of data required here, then click the scroll arrow to view more of the screen.

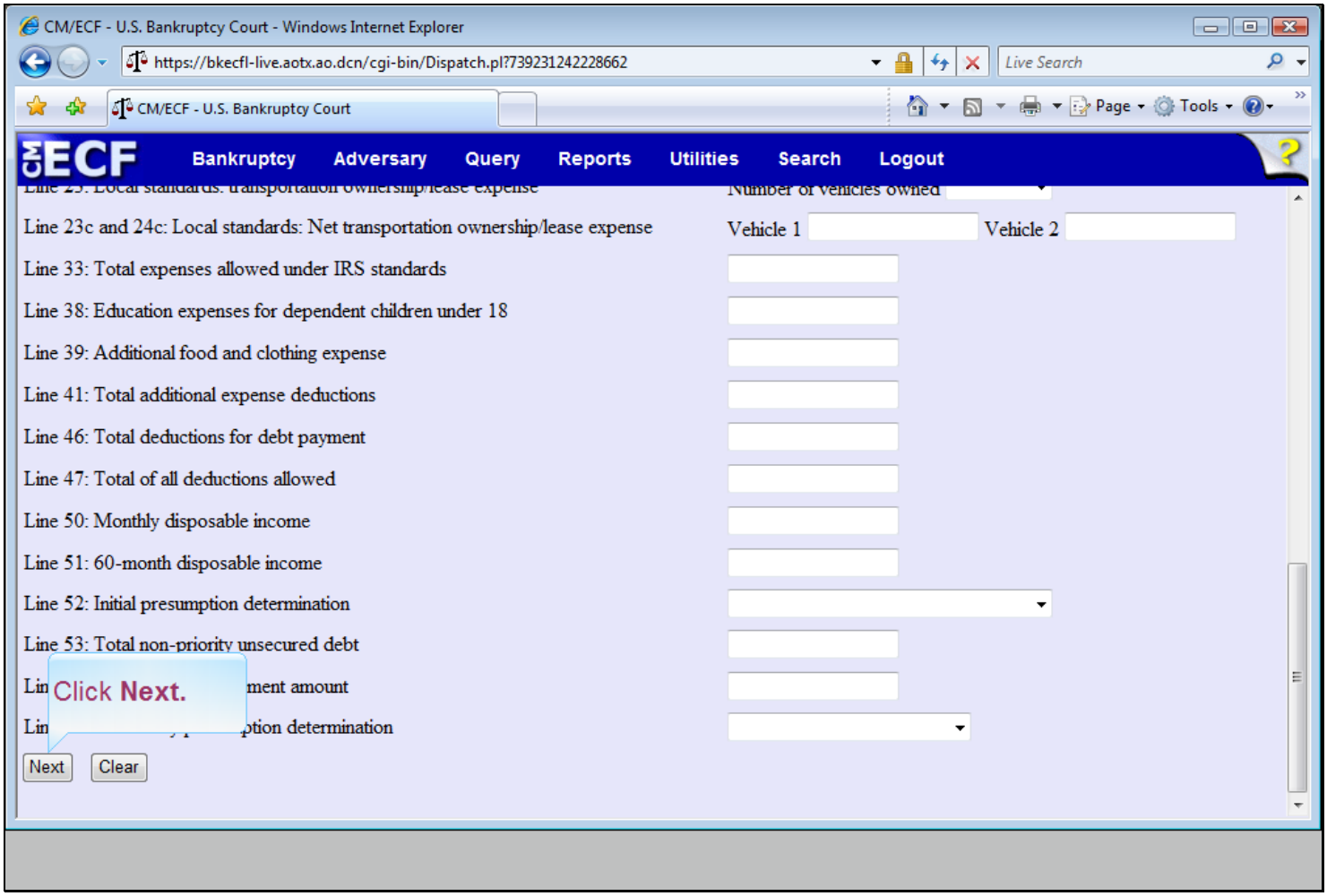
## Slide 59 - Slide 59




## Slide notes

Take a moment to review these data fields. When you're ready to move to the bottom of the screen, click the scroll arrow.

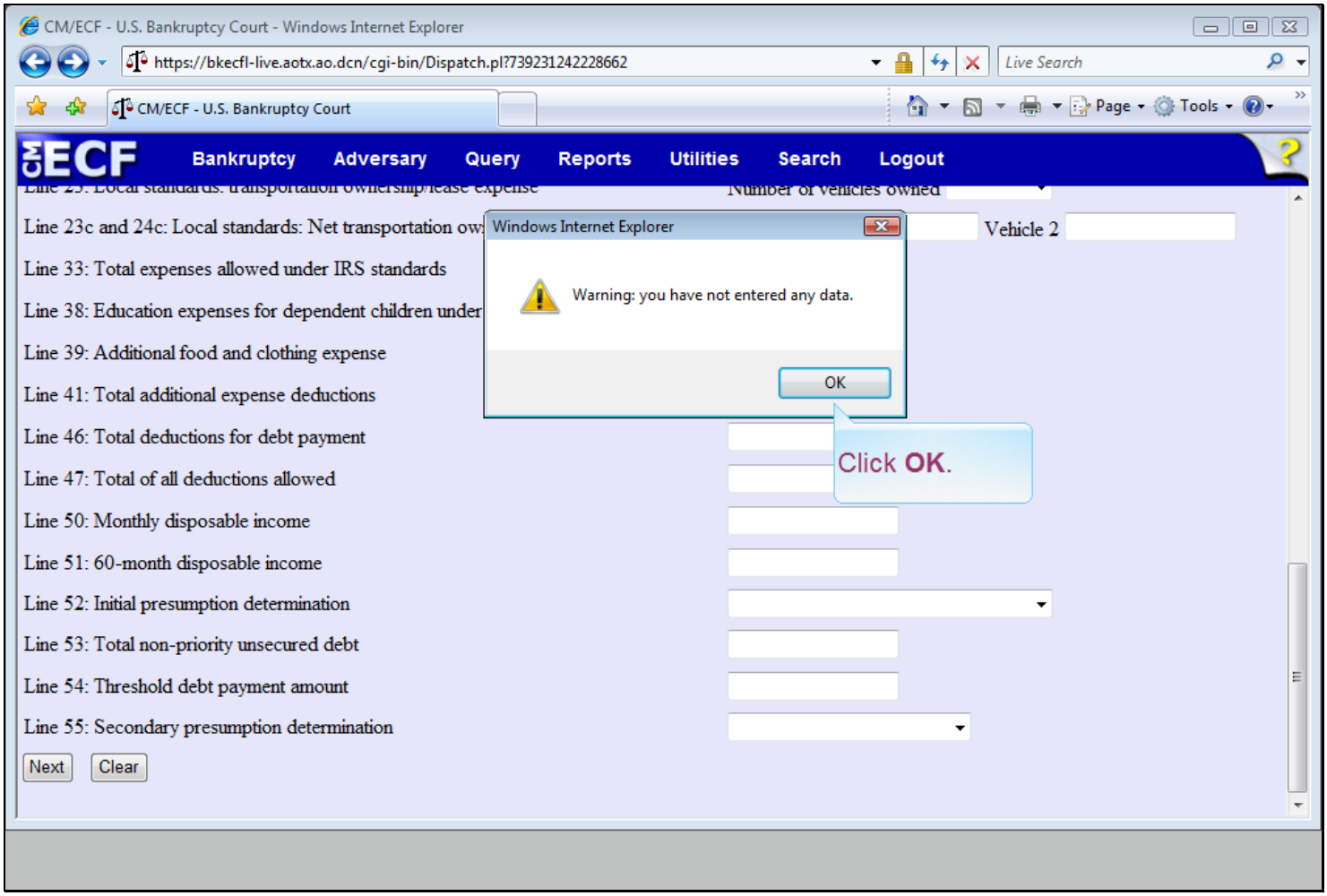
## Slide 60 - Slide 60




## Slide notes

To continue case opening, click Next.

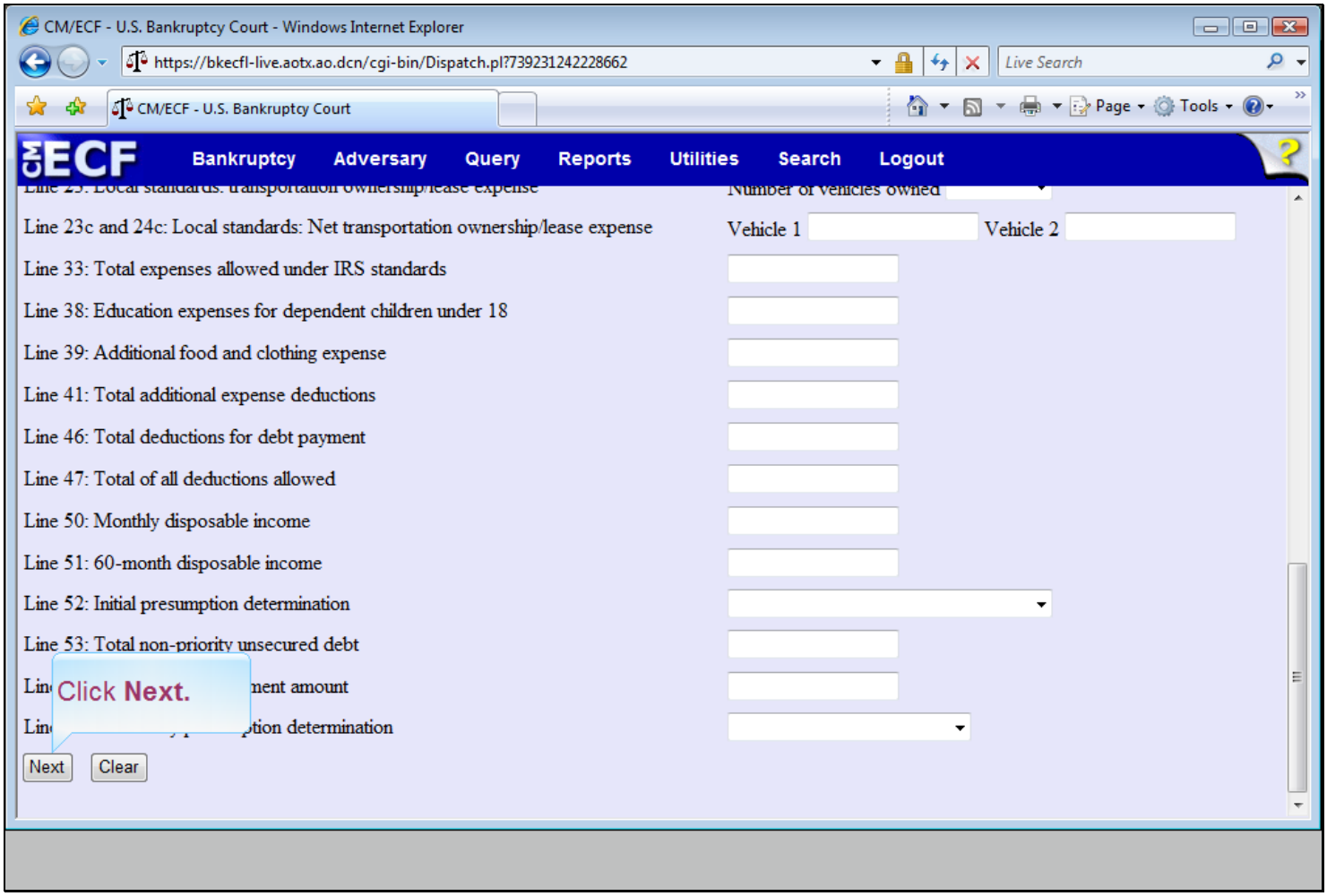
## Slide 61 - Slide 61




## Slide notes

Since, for our example, no data was entered on this screen, a warning message appears. Click the OK button to proceed.

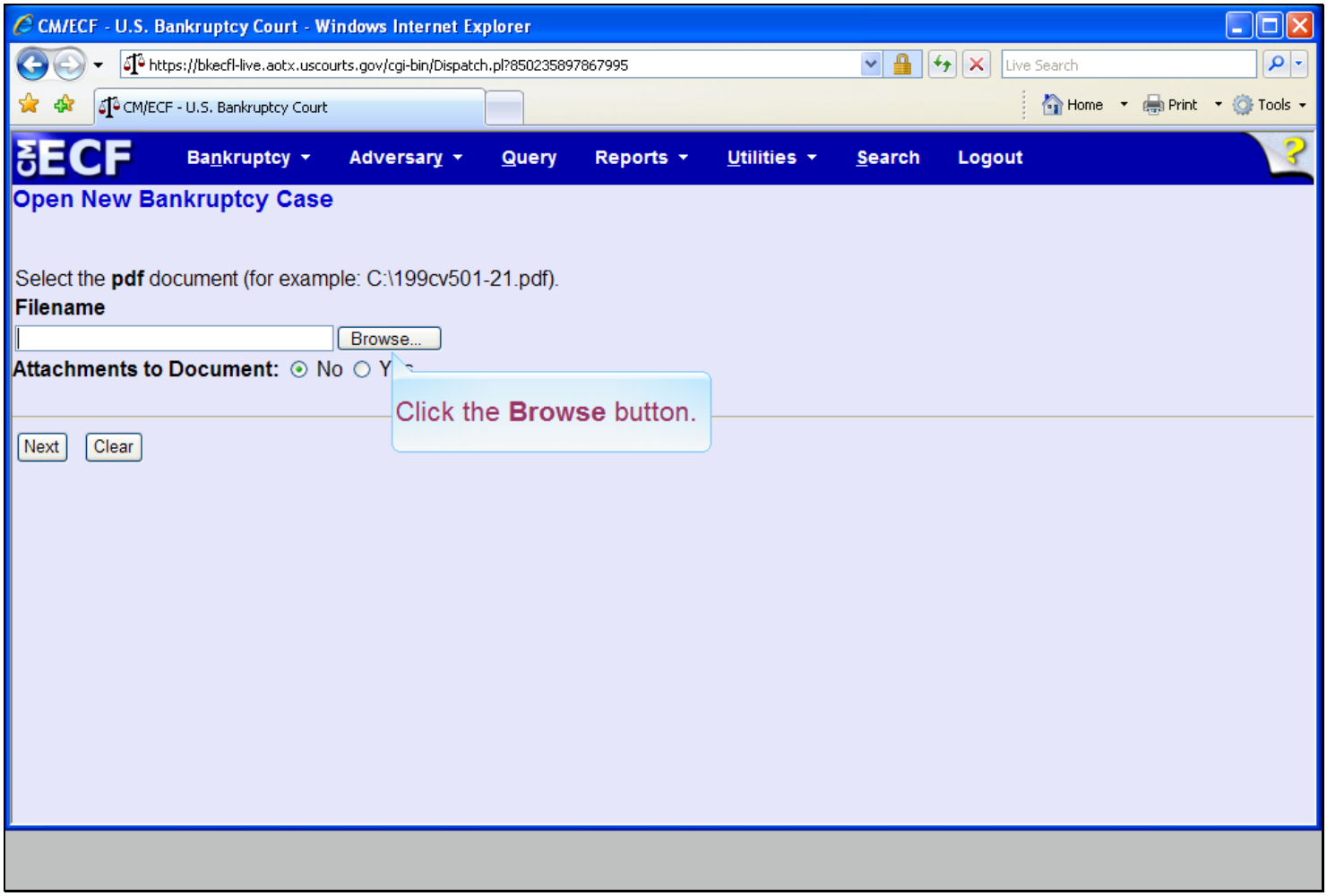
## Slide 62 - Slide 62




## Slide notes

To continue, click Next.

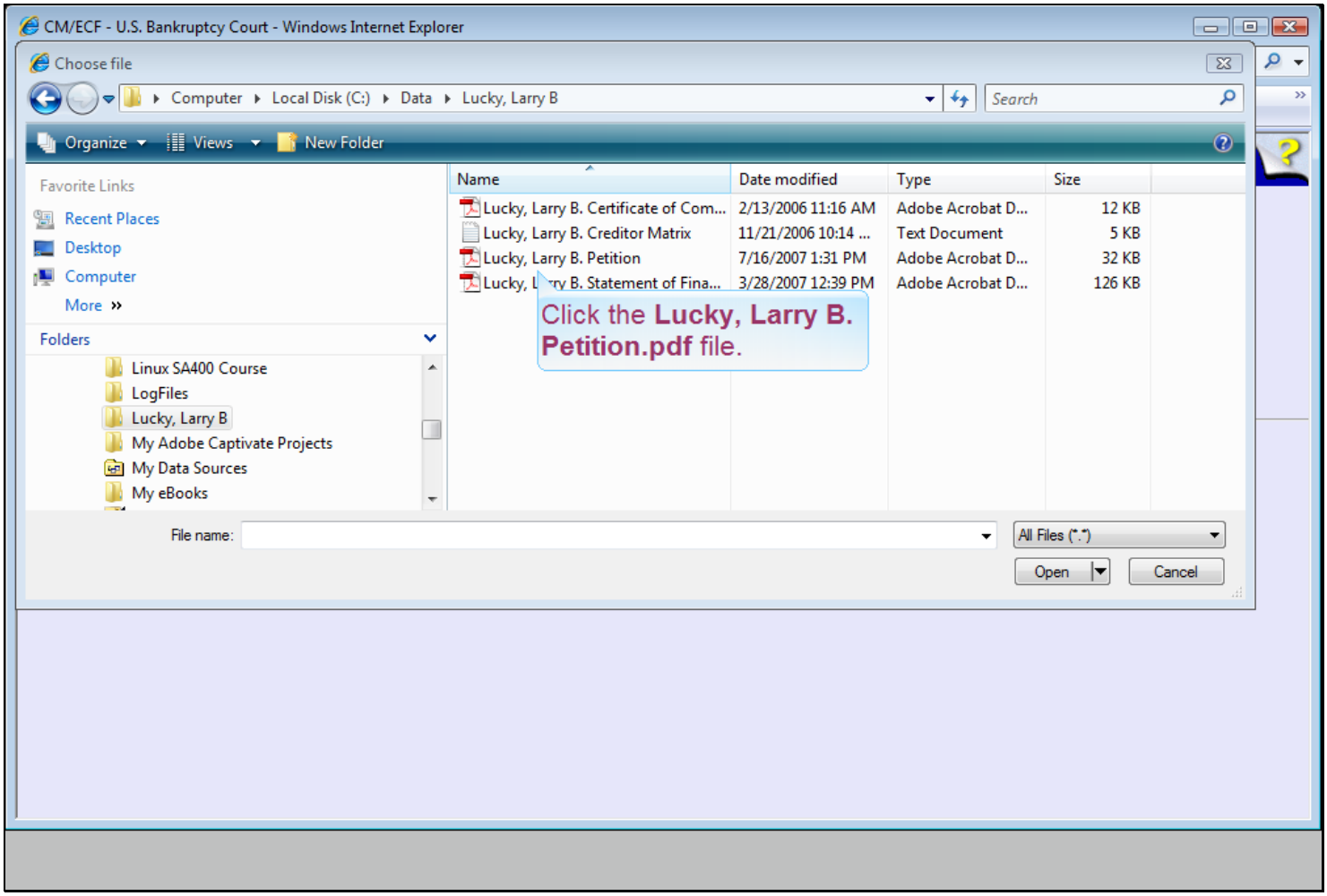
## Slide 63 - PDF Upload




## Slide notes

With the exception of the Creditor Matrix file, all documents uploaded to CM/ECF must be in PDF format. The voluntary petition document, in PDF format, must now be associated with this case. Click the Browse button to locate the file.

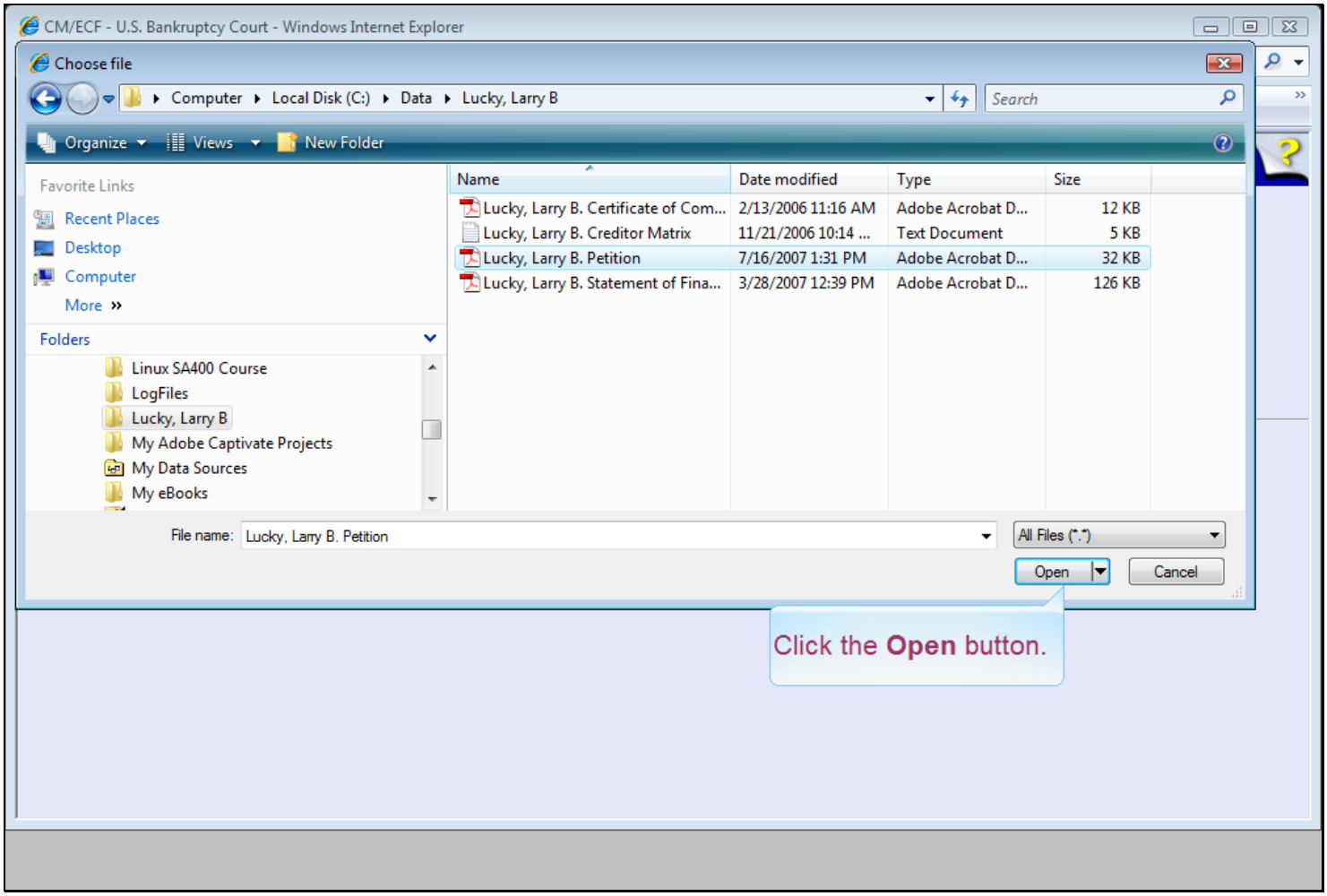
## Slide 64 - Slide 64




## Slide notes

You will need to navigate to and locate the appropriate document. In our example, the debtor's folder has been located and opened. From the list of documents, click the Lucky, Larry B. Petition.pdf file.

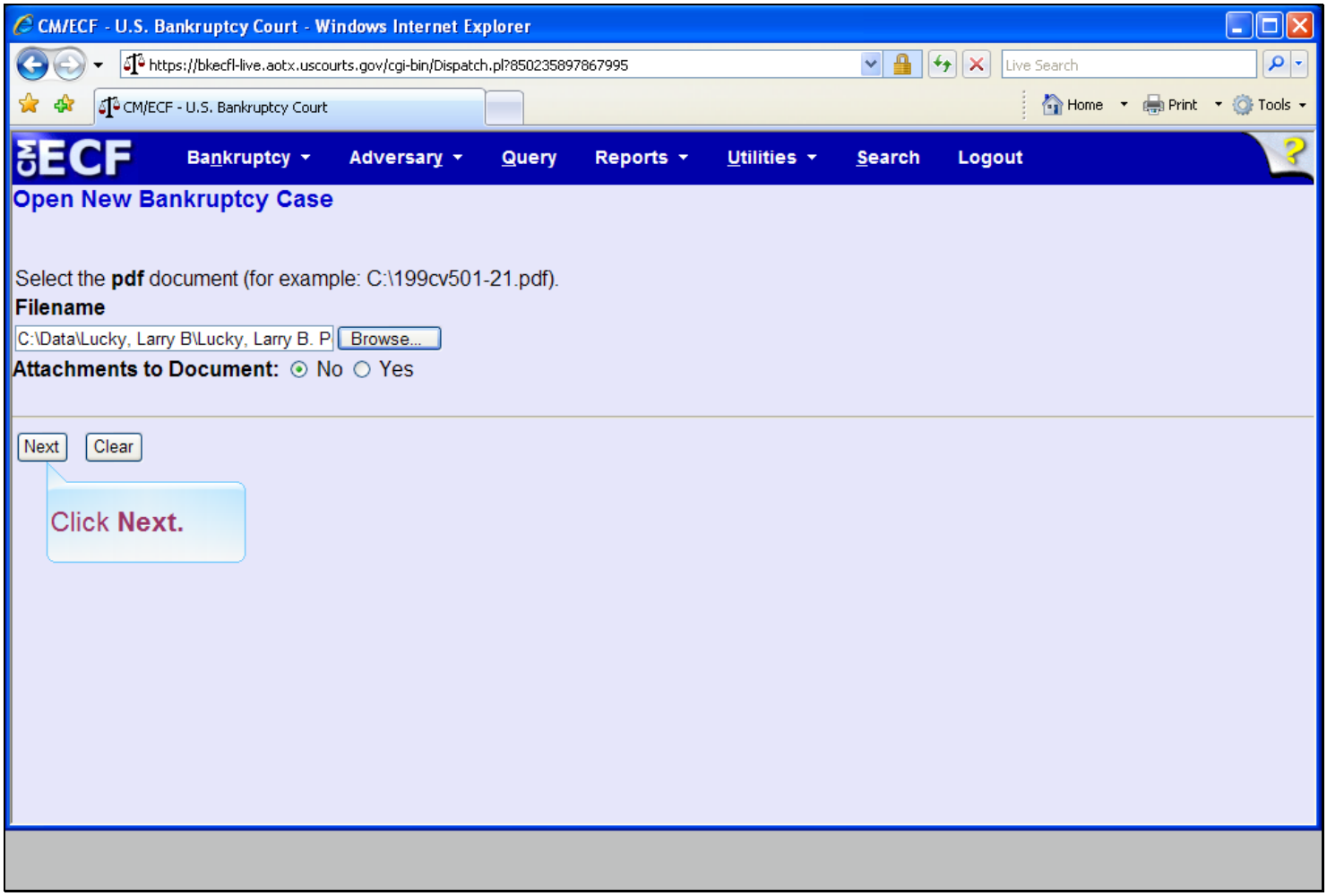
## Slide 65 - Slide 65




## Slide notes

Now that the PDF document is selected, click the Open button.

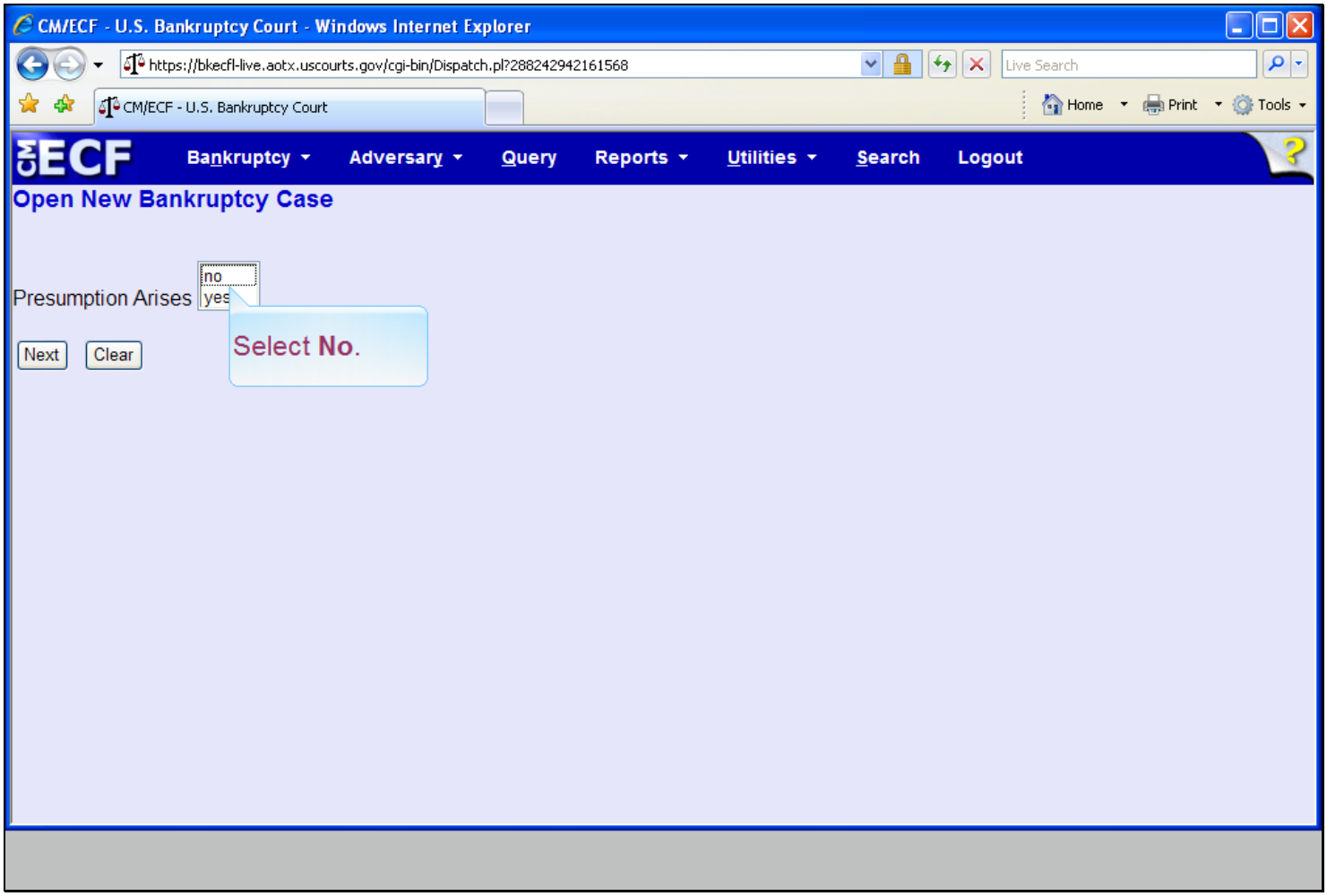
## Slide 66 - Slide 66




## Slide notes

The complete path to the selected file displays in the Filename field. Since, for our example, there are no attachments to the petition form, the selection of the "No" radio button for Attachments to Document is not changed. Click Next to continue.

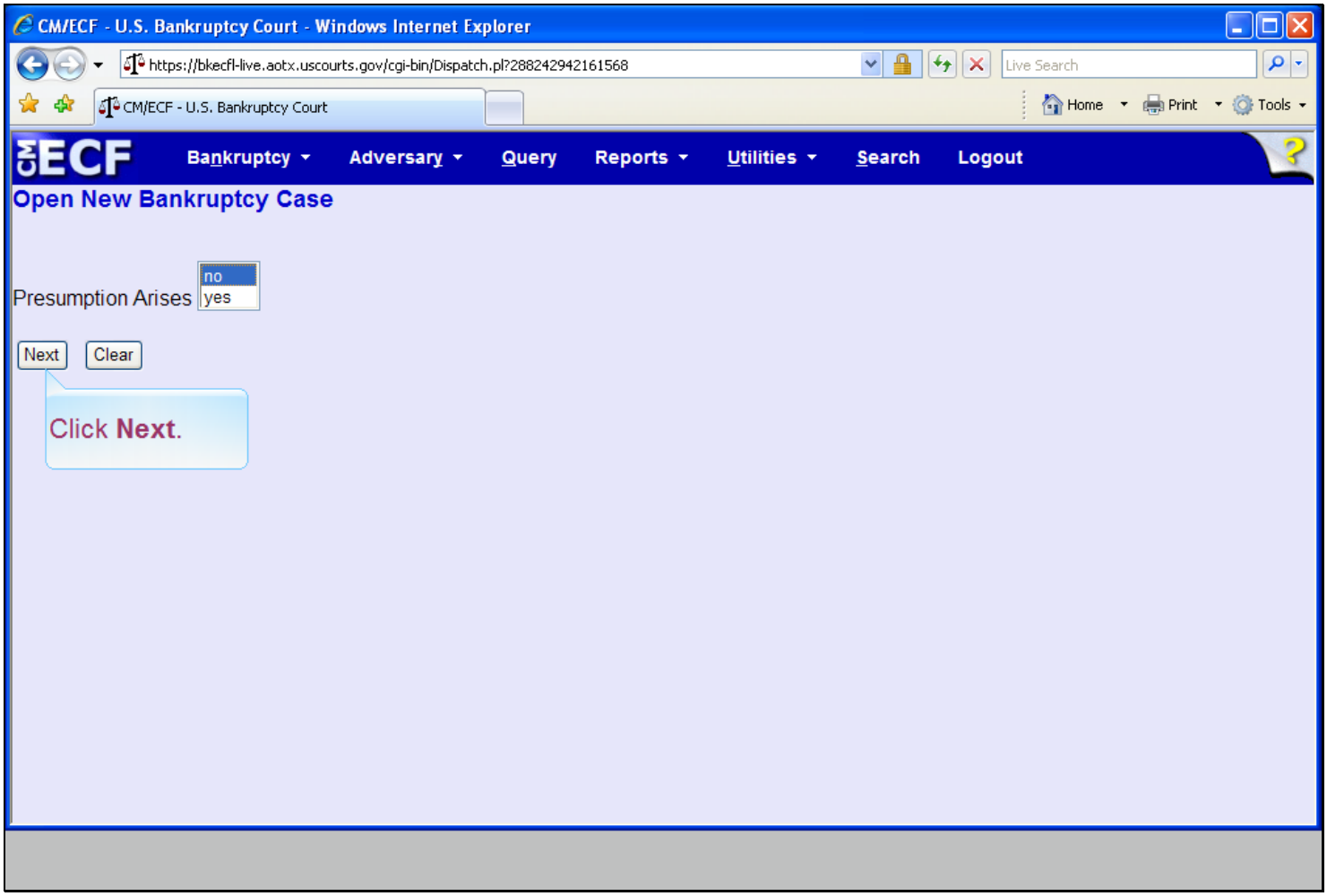
## Slide 67 - Slide 67




### Slide notes

For Chapter 7 individual consumer cases, you must indicate whether a presumption of abuse exists. Select "yes" or "no" according to the entry made on the first page of the Form B22A. For our example, select "no."

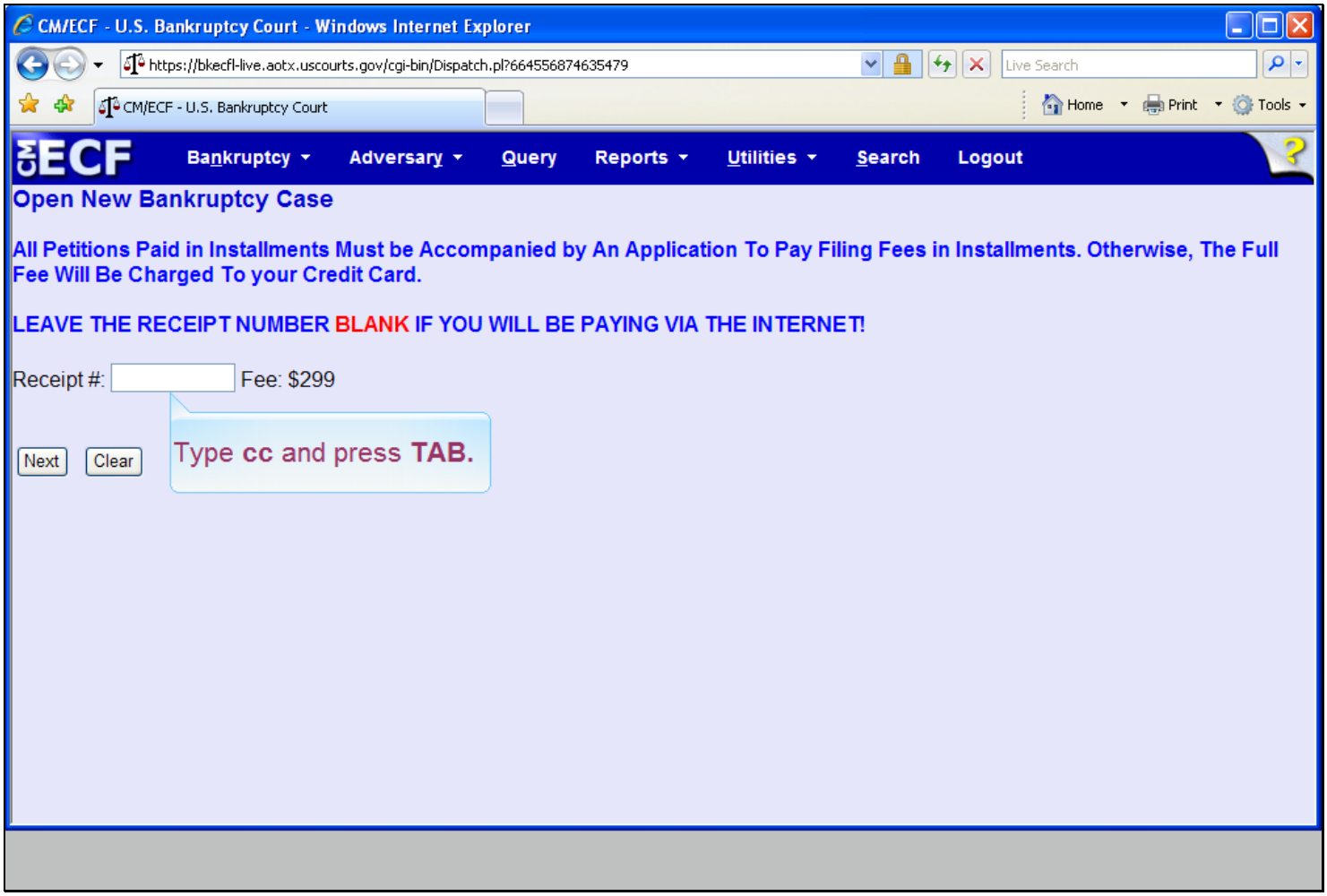
## Slide 68 - Slide 68




### Slide notes

Click Next.

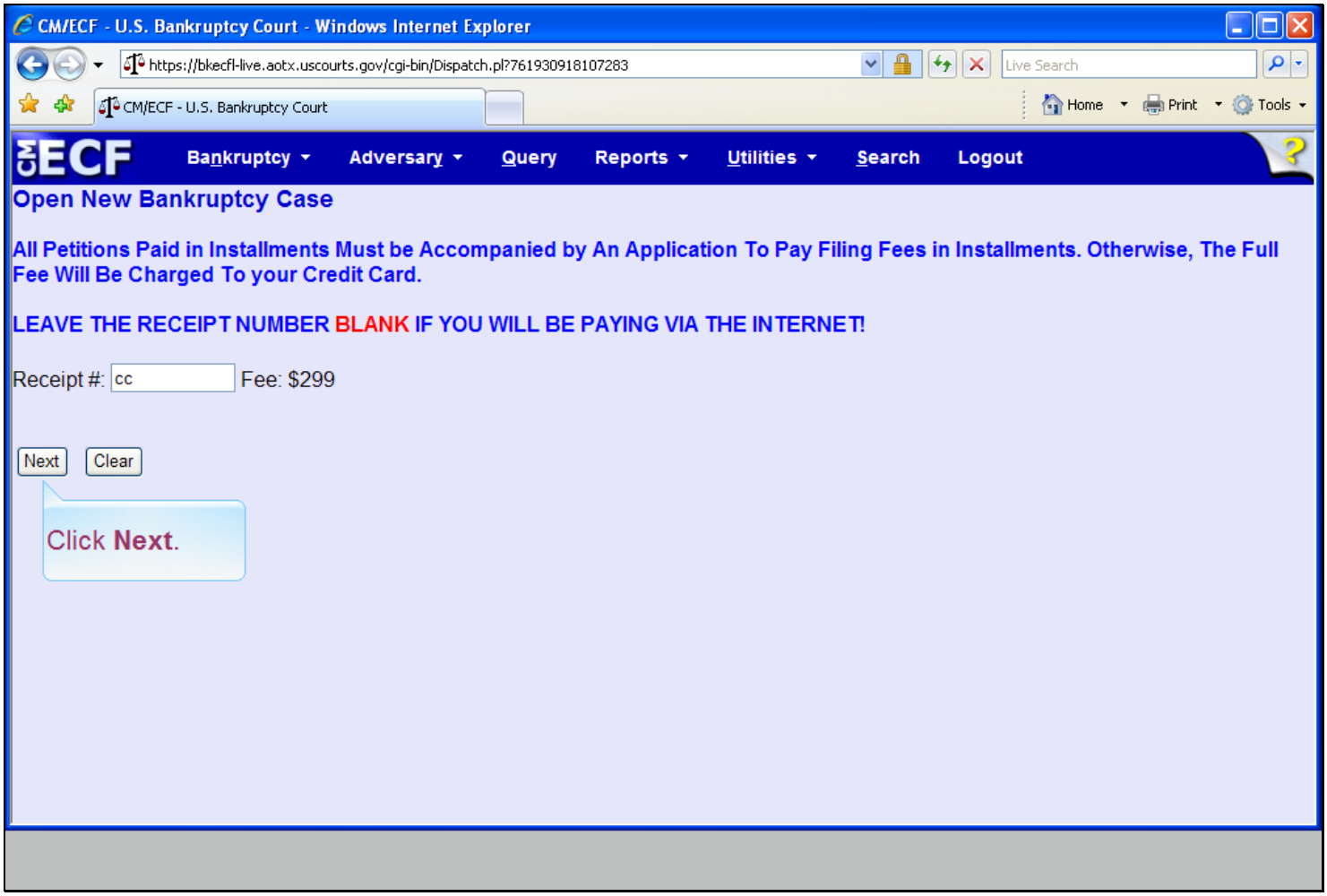
## Slide 69 - Receipt for payment.




## Slide notes

The filing fee screen appears. When the fee is being paid in installments, you are required to file an Application to Pay Filing Fees in Installments. If your court uses the pay.gov utility for payments, leave the Receipt # field blank on this screen. For our example, type "cc" for payment by credit card in the Receipt # field and press TAB.

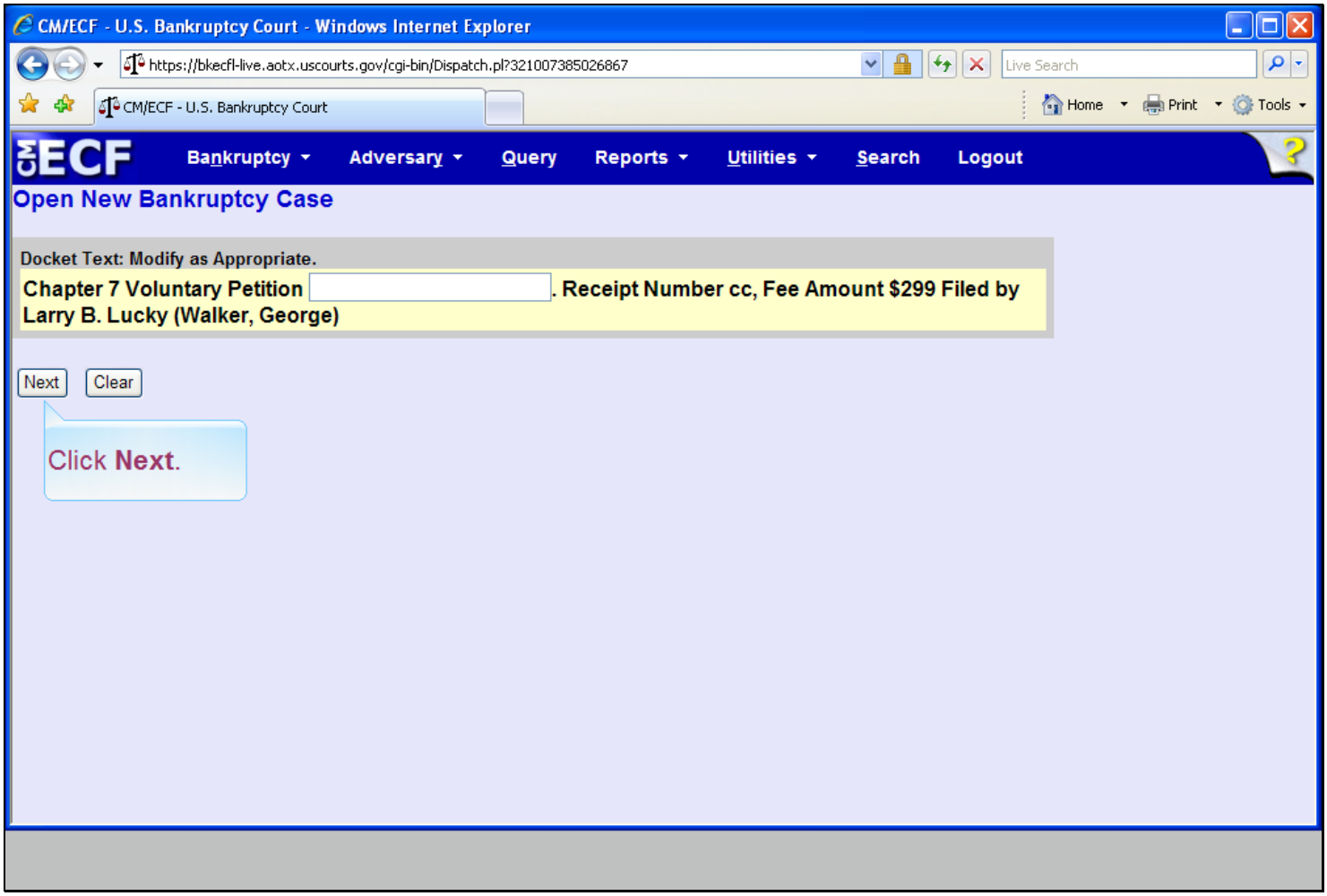
## Slide 70 - Slide 70




## Slide notes

Click Next.

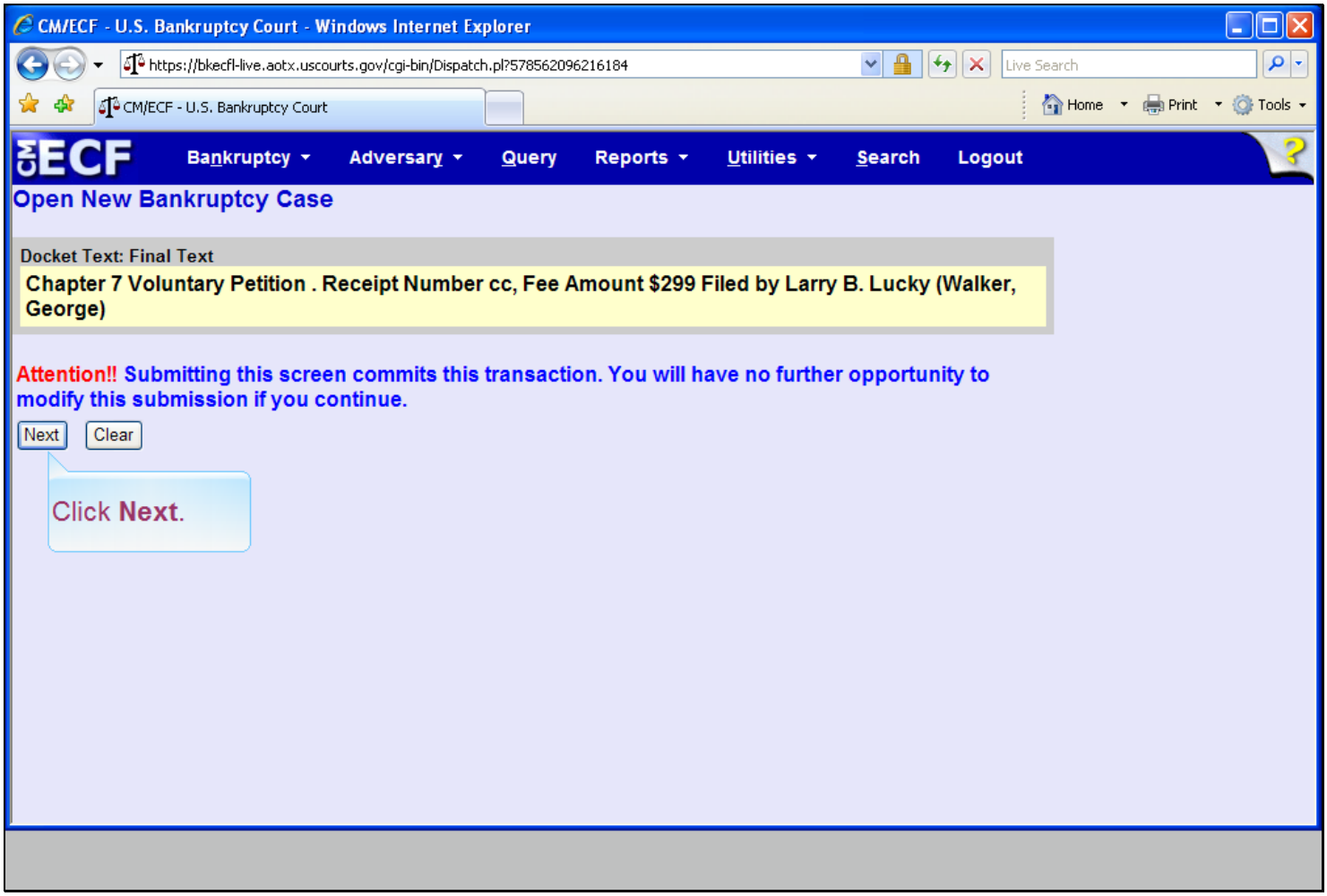
## Slide 71 - Slide 71




## Slide notes

The next screen in the case opening process displays Docket Text for your review. You may add additional text by using the text entry box highlighted here. It is critical that you review the docket text to ensure its accuracy. If any part of the text is incorrect, click Bankruptcy on the Main Menu bar to abort this filing and start over. If the docket text is accurate, click Next.

## Slide 72 - Slide 72




### Slide notes

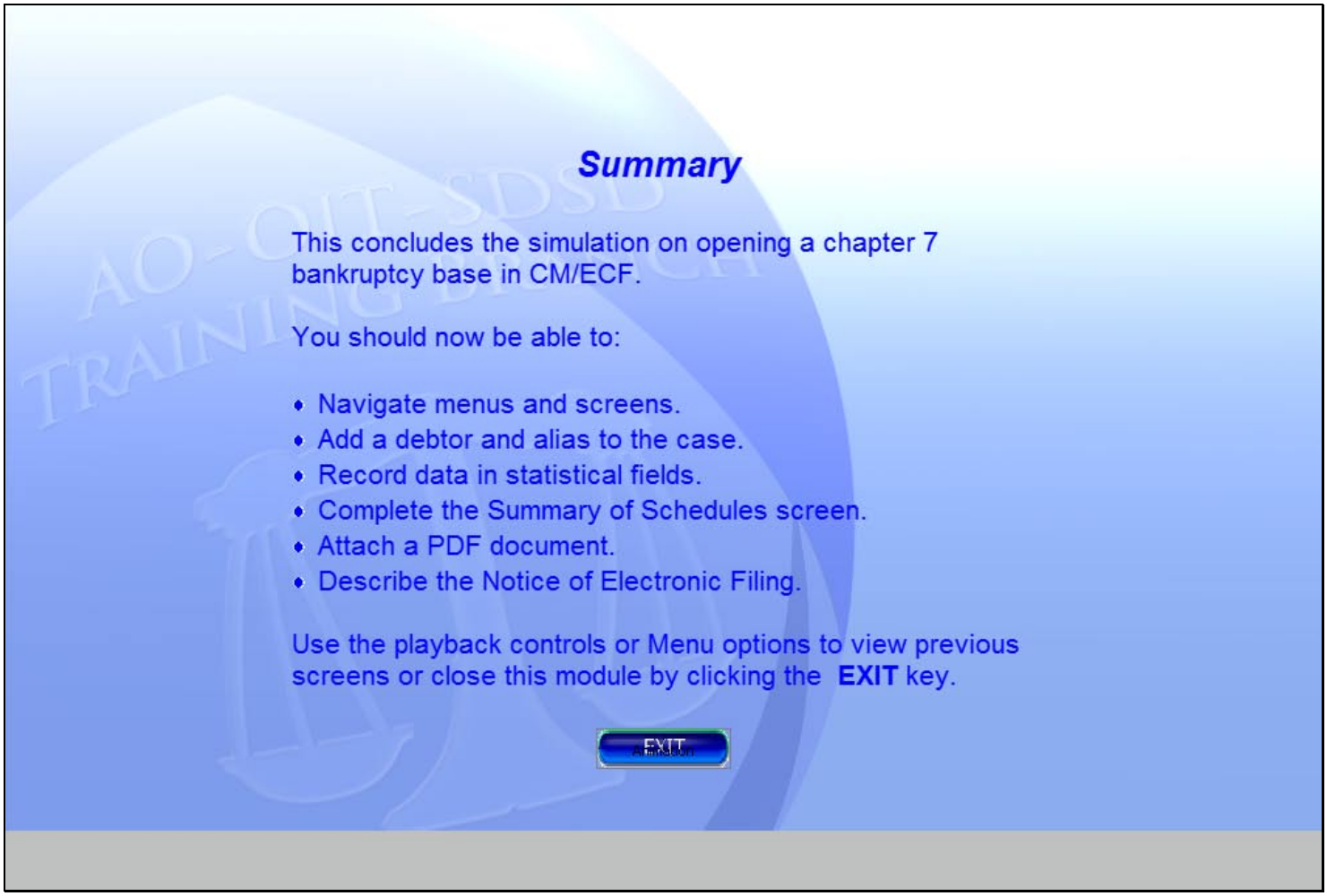
The docket text displays along with a warning statement informing you that acceptance of this screen commits this transaction. No further modifications of this entry are allowed. Click Next.

### Slide 73 - Notice of Bankruptcy Case Filing

### Slide notes

This Notice of Bankruptcy Case Filing is the verification that the case has been filed electronically with the court. The case number is assigned at this time and the case number is a hyperlink to the docket report. Copies of this notice are immediately emailed to all case participants who have subscribed to this service. The PDF file of the petition can be accessed by clicking on the document number. Case participants have one free look at the document through PACER. However, all PACER users must log into PACER in order to view a docket report or the PDF document. The Electronic document Stamp is a unique identifier to this PDF document. It is a security feature used throughout CM/ECF. The bottom of the Notice of Electronic Filing includes a list of those individuals who will be noticed electronically and a list of those who must be notified by mail. It is a great idea to print this page as a record of the filing and as a reference to the case number. To continue, click the CONTINUE button.

**Slide 74 - Summary**




**Slide notes**

This concludes the module on opening a chapter 7 bankruptcy case. You should now be able to navigate menus and screens. During case opening you added a debtor and alias to the case as well as recorded data in statistical fields. You completed the Summary of Schedules screen and then attached a PDF document. Finally, you should be able to describe the Notice of Electronic Filing. You may use the playback controls or Menu options to view previous screens. To close this module, click EXIT.

**Slide 75 - Exit**

**Slide notes**

Thank you for viewing the module on Bankruptcy Case Opening.