# CM/ECF DOCKETING/FILING PROCEDURE
## For Attorneys
## BANKRUPTCY CASE OPENING/MATRIX UPLOAD/JUDGE/TRUSTEE ASSIGNMENT

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**This docketing procedure is completed as part of the new bankruptcy case filing in order to obtain a new bankruptcy case number. Once the new case is filed, complete the process by uploading a creditor matrix file and assigning a bankruptcy judge/trustee. Several bankruptcy softwares shorten this procedure so if you use one of these products contact your software company about electronic case filing options.**

**Step 1** **Click on the "Bankruptcy" hypertext link on the blue CM/ECF Main Menu Bar (See figure 1)**


**Figure 1**

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


**Figure 2**

**Step 3** The Case Data Screen displays. Select the appropriate data by clicking on the drop down boxes. The "Office" field is determined by which division the case should be filed in. Leave the "Case type" at the default of "bk". Select the chapter of the case and whether or not this is a joint petition. (See figure 3)


**Figure 3**

**Step 4** The Search for A Party Screen appears. CM/ECF searches require exact text matches. Please keep in mind that searches are upper/lower case sensitive. You may search by SSN or Tax ID (whichever is appropriate) or by the debtor's last/business name. Please review the Attorney Style Guide on the Court website for detail on proper searches. Click Search. (See figure 4)

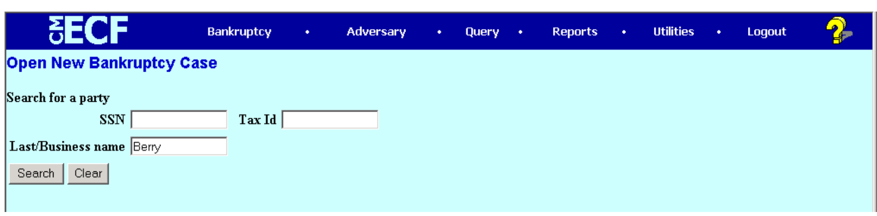


**Figure 4**

**Step 5** Usually, the search results for a debtor(s) name will be "No person found". If this is the case, click Create New Party. (See figure 5)


Figure 5

**Step 6** Complete the additional fields on the Party Information screen. If the debtor lives in the USA, it is not necessary to complete the country field. The debtor's phone, fax number and e:mail address aren't necessary unless they are pro se. Select the correct county and select the role of "debtor" in the role drop down box. The Party Text Box serves as a place to input information about the debtor's capacity in this filing. For instance: Halle Berry, *For the Estate of the Deceased Jack Berry.* The italicized portion of the title was entered in the Party Text Box. You probably won't use that box often. If the debtor has alias', click on the Alias button to add those names otherwise, click Submit (See figure 6)

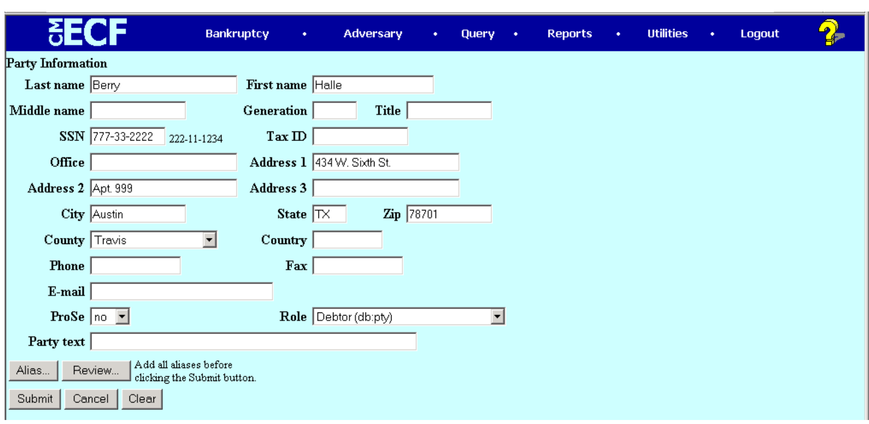


Figure 6

**Step 7** A New Case Information screen displays. Ensure that these data fields reflect the information on your voluntary petition PDF. Chapter 13 and Chapter 11 cases are always filed with the asset notice as "yes". The Date split/transfer field does not apply to you so leave blank. Once the data on the screen is accurate, click Next. (See figure 7)

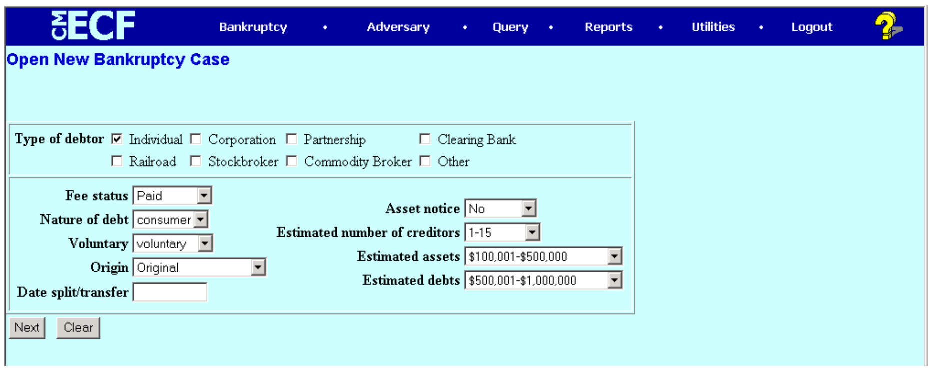


**Figure 7**

**Step 8** The Browse for A Document Screen appears. Upload your PDF petition document. The last page of the document should be the Verification of Creditor Matrix. Click Next. (See figure 8)

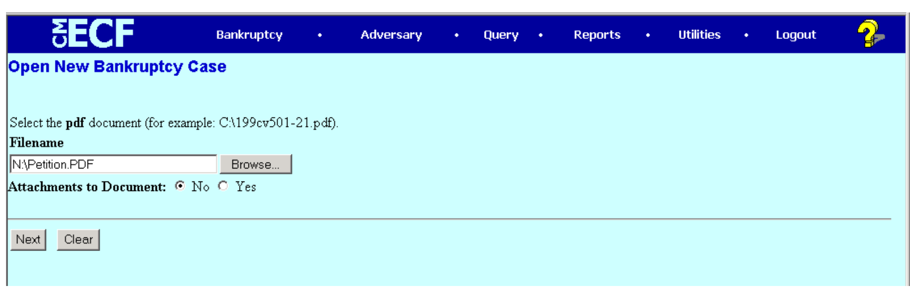


**Figure 8**

**Step 9** **Indicate if your petition is being filed *with* or *without* schedules and statements by typing the correct word in the white text boxes. The default is "with" and if this is correct click Next. (See figure 9)**

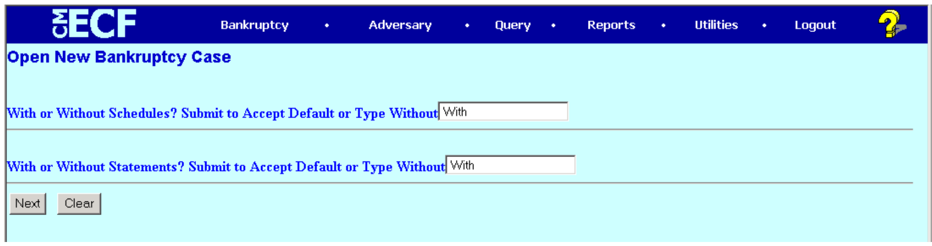


**Figure 9**

**Step 10** **The Financial Screen appears. Review this information and click next. (See figure 10)**

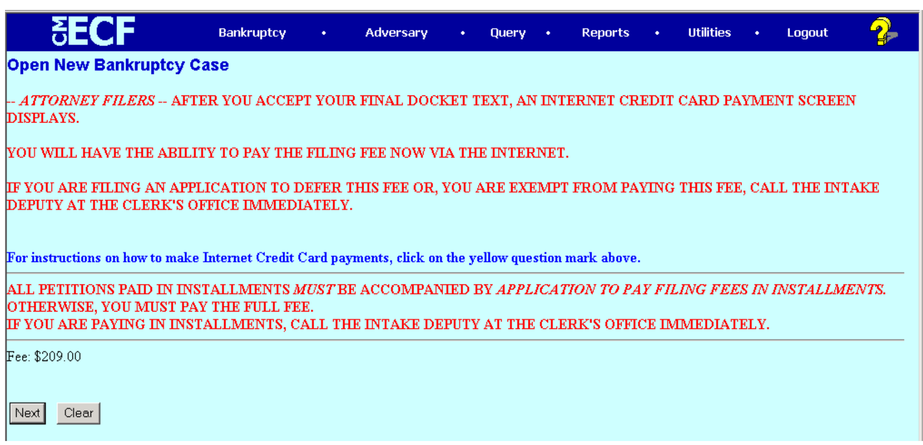


**Figure 10**

**Step 11** **The next screen tells you when Form 21 is due. Click Next.**

**Step 12** The next screen requires no data entry. Click Next.

**Step 13** The Final Docket Text Screen displays. Review the text to ensure there are no errors within your entry. The submission of this screen commits the transaction to the system. You cannot make corrections after that has occurred. Corrections can be made prior to submission by using the BACK button to revisit screens that apply. Proceed forward to the final text screen and click Next after text is correct. (See figure 11)

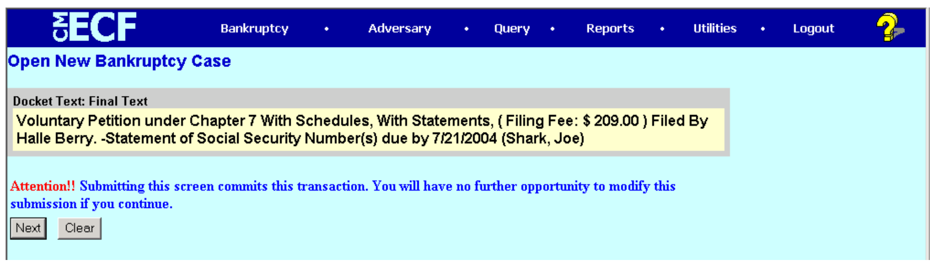


Figure 11

**Step 14** The fee payment screen pops up over the Notice of Electronic Filing. This is the screen in which you choose to "Pay Now" or "Continue Filing". If you choose to continue filing, the payment screen will appear after each document you file until it is paid. For the purpose of this exercise, we will choose "Pay Now". Click Next. (See figure 12)

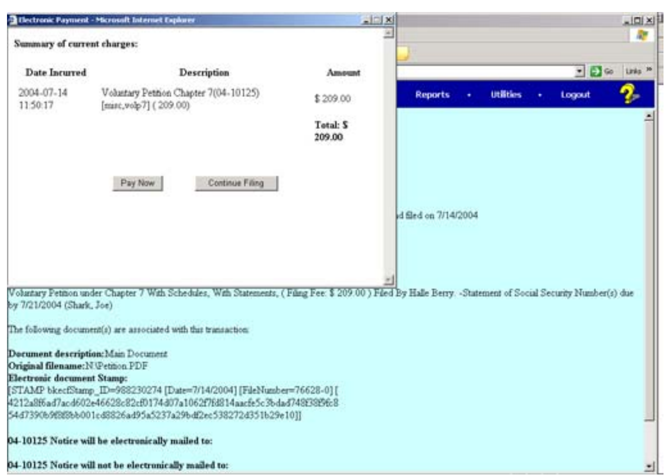


Figure 12

**Step 15** **Insert the correct data regarding your credit card. This includes card type, card number and expiration date. Click Submit Payment. (See figure 13)**

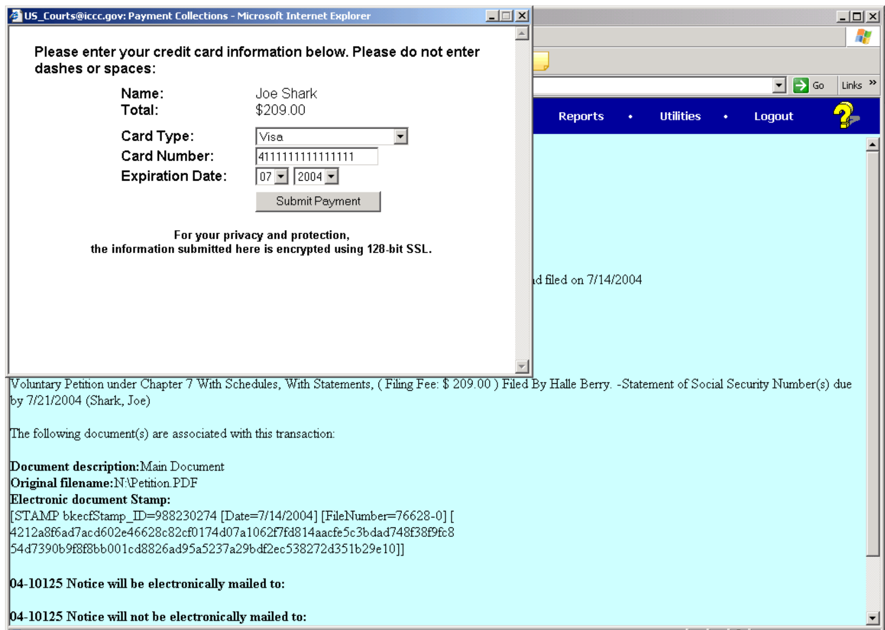


**Figure 13**

**Step 16** **You will see your financial transaction being processed. Once completed, click Close Window (See figure 14)**

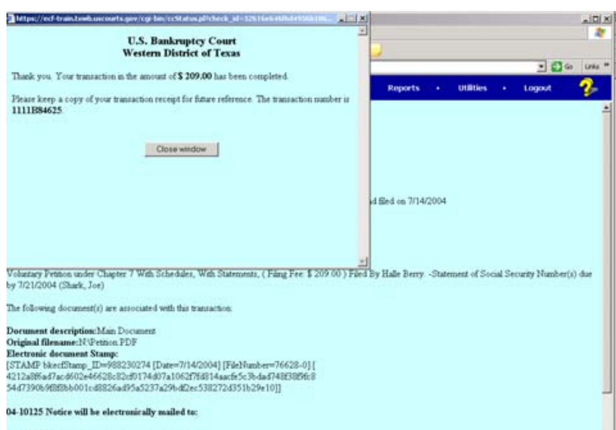


**Figure 14**

**Step 17** **The Notice of Electronic Screen now appears in full. This screen is clarification that your case has been filed. Note the new bankruptcy case number. You may review information by clicking any blue hyperlink which takes you to the PACER login screen. Insert your PACER login and password to review information anywhere in the system. This screen also contains Electronic Notification information. (See figure 15)**


**Figure 15**

# UPLOADING YOUR CREDITOR MATRIX

**Step 1** Click on the "Bankruptcy" option on the blue Main Menu Bar to proceed with the upload of the creditor matrix for your new case. Remember that your matrix needs to be in .txt format. Select the "Creditor Maintenance" category. (See figure 16)


**Figure 16**

**Step 2** Click ***Upload a Creditor Matrix File.*** (See figure 17)

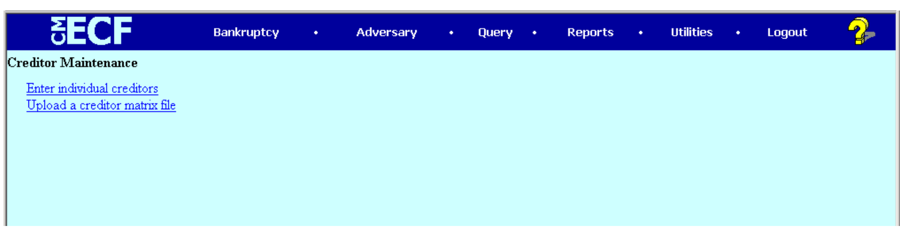


**Figure 17**

**Step 3** Enter the Case Number.

**Step 4** The Browse for A Document Screen appears. Click Browse and locate the matrix document for uploading. Once the .txt file has been located Click Next. (See figure 18)

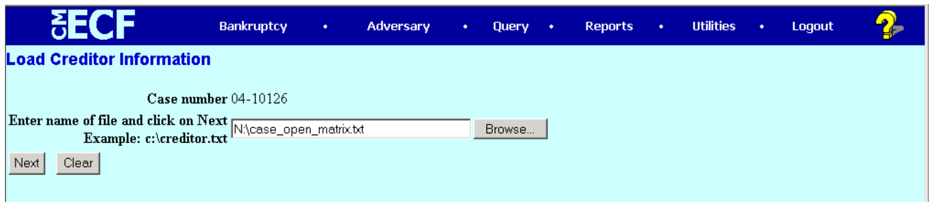


Figure 18

**Step 5** The Add Creditors screen displays the number of creditors being uploaded. If this is correct, click Submit. (See figure 19)

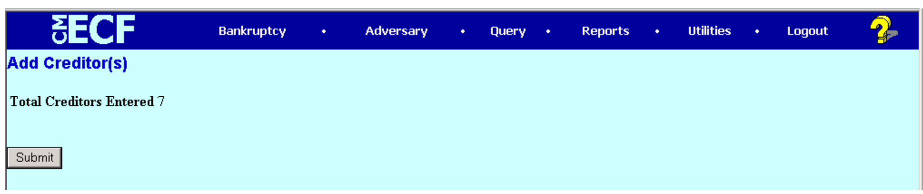


Figure 19

**Step 6** The Creditors Receipt screen confirms the submission of the creditor matrix upload to the database. The upload is now complete. (See figure 20)


Figure 20

## ASSIGNING THE JUDGE/TRUSTEE

**Step 1** **Return to the Bankruptcy option on the Blue Main Menu Bar. Select "Judge/Trustee Assignment" You must do this for every new case filed. (See figure 21)**


**Figure 21**

**Step 2** **A screen appears giving you information as to the judge assigned and trustee/341(a) meeting information for all cases filed under your login today. Your new case filing has now been completed. (See figure 22)**

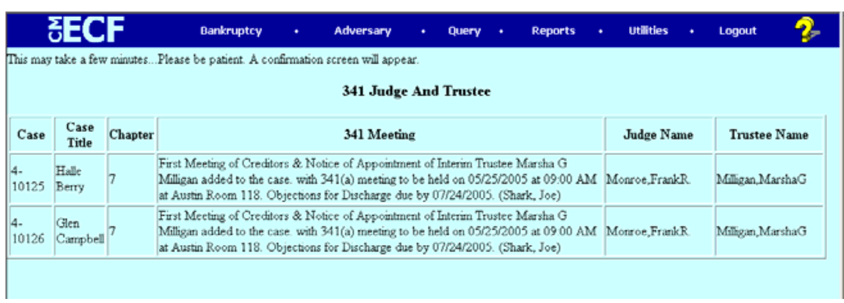


**Figure 22**