

U.S. Bankruptcy Court, Western District of Texas  
Procedure for Filing a New Bankruptcy Case Using  
**CASE UPLOAD**

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Case UpLoad is a feature of CM/ECF which can be used by attorneys who have a bankruptcy preparation software package that produces the necessary upload files. These packages produce the following files used in the case upload process:

1. A text format case file (usually named debtor.txt) which contains case information such as the chapter number, division, debtor's name, SSN, address, etc. This file is required.
2. A PDF format petition file (usually named petition.pdf) which contains the petition and any other statements and schedules the attorney has chosen to file during case opening. This file is required.
3. A text format matrix file (usually named creditor.txt) which contains the names and addresses of creditors listed on the debtor's Schedules D, E, and F. This file is required.
4. If the attorney is filing a chapter 13 case, some bankruptcy preparation software packages will also prepare a PDF format chapter 13 plan (usually named plan.pdf). This file is optional.

## PROCEDURE

1. Enter client information into your bankruptcy preparation software package. When complete, print petition and obtain client signatures. Retain original signed documents.
2. Run the CASE DATA EXTRACT program in your bankruptcy preparation software package. The debtor.txt, petition.pdf, and creditor.txt files are created and placed in an "ecf" folder. If you are filing a chapter 13 case, the plan.pdf file is also created.
3. IF you want to file an *APPLICATION TO PAY FILING FEES IN INSTALLMENTS*, create the document and save as a PDF file.
4. Open the case in CM/ECF following the procedure in ATTACHMENT 1.
5. Assign a judge and trustee to the case. First click **Bankruptcy** then click **Judge/Trustee Assignment**.
6. Print the Notice of Bankruptcy Case Filing following the attached procedure.
7. IF you want to electronically file an *APPLICATION TO PAY FILING FEES IN INSTALLMENTS*, click **Bankruptcy**, click **Motions / Applications** (the new case number should display), click, **Pay Filing Fee in Installments**, and enter correct information when prompted.
8. Add the new case number to the client file in your bankruptcy preparation software package. The case number will appear on all documents you produce using your BK

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case preparation software from now on.

9. IF you are filing a chapter 7 case you are finished filing the case.
10. IF you are filing a chapter 13 case and you want to electronically file a proposed *ORDER TO PAY WAGES*, create the document and save as a PDF file.
11. To electronically file a proposed *ORDER TO PAY WAGES*, click **Bankruptcy**, click **Other**, Click **Request For Entry of Order to Pay Wages** and enter correct information when prompted.
12. IF you are filing a chapter 13 case and you want to electronically file a *MOTION TO WAIVE PAY ORDER*, create the document and save as a PDF file then create the proposed order and save as a separate PDF file.
13. To electronically file a *Motion to Waive Pay Order*, click **Bankruptcy**, click **Motions/Applications**, click **~Generic Motion** and enter correct information when prompted.
14. To electronically submit a proposed *Order on Motion to Waive Pay Order*, click **Bankruptcy**, click **Order UpLoad** and enter correct information when prompted.

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**ATTACHMENT 1**

1. Login to CM/ECF (See Figure 1.)

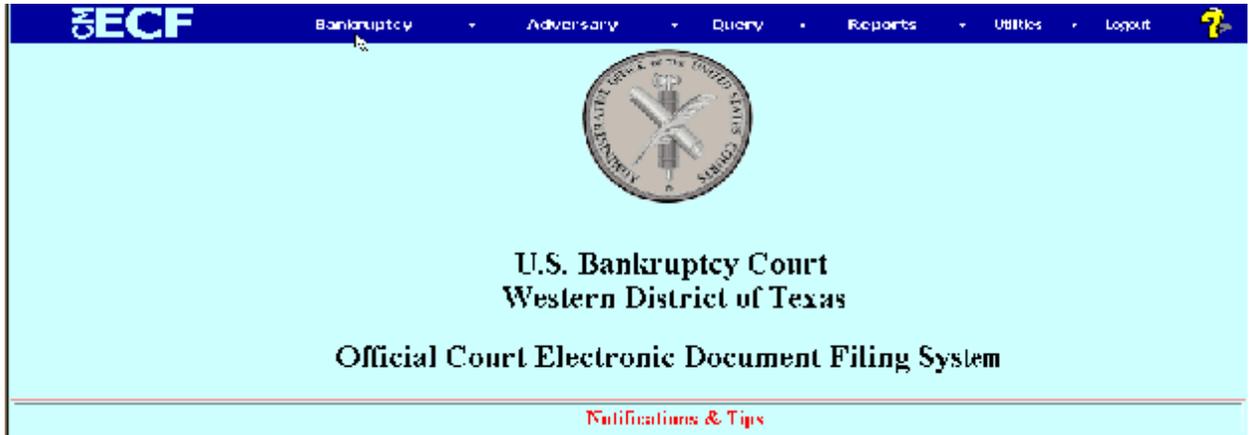


Figure 1

2. Click on the Bankruptcy hypertext link on the **CM/ECF MAIN MENU BAR**. The **BANKRUPTCY EVENTS MENU** appears (See Figure 2.)

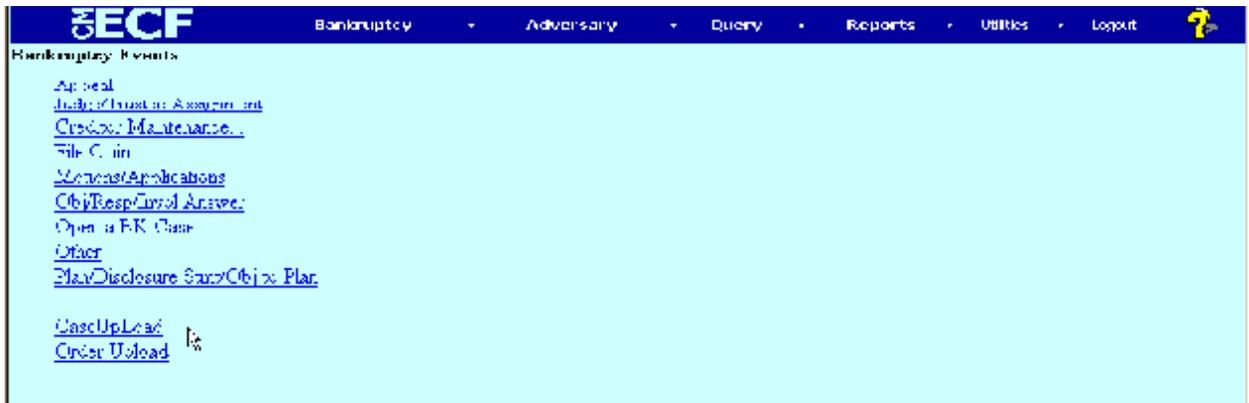


Figure 2

3. Click on the Case Upload hypertext link. The **CASE DATA SCREEN** appears (See Figure 3.)

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Figure 3

4. Click the appropriate **[Browse]** button and attach the debtor.txt case data file, petition.pdf document file and creditor.txt creditor list files. In addition, you can optionally attach a plan.pdf file. Refer to ATTACHMENT 2 to learn how to “browse and attach” files. After you have attached the necessary files, the “path and file name” will be shown in each box you selected (See Figure 4.)

Figure 4

5. Click **[Next]** to continue. The **TEXT OPTIONS SCREEN** appears (See Figure 5.)
6. If the voluntary petition is being filed without schedules, Click in the **[With or Without]** box and type “Without”. If the voluntary petition is being filed without statements, Click in the **[With or Without]** box and type “Without”.

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**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**Open New Bankruptcy Case**

With or Without Schedules? Submit to Accept Default or Type Without

With or Without Statements? Submit to Accept Default or Type Without

Figure 5

7. Click **[Next]** to continue. A **FEE INFORMATION SCREEN** appears (See Figure 6.)

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**Open New Bankruptcy Case**

**ATTORNEY FILERS - AFTER YOU ACCEPT YOUR FINAL DOCKET TEXT, AN INTERNET CREDIT CARD PAYMENT SCREEN DISPLAYS. YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET. IF YOU ARE FILING AN APPLICATION TO DEFER THIS FEE OR, YOU ARE EXEMPT FROM PAYING THIS FEE, CALL THE INTAKE DEPUTY AT THE CLERK'S OFFICE IMMEDIATELY.**

For instructions on how to make Internet Credit Card payments, click on the yellow question mark above.

**ALL PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS. OTHERWISE, YOU MUST PAY THE FULL FEE. IF YOU ARE PAYING IN INSTALLMENTS, CALL THE INTAKE DEPUTY AT THE CLERK'S OFFICE IMMEDIATELY.**

Fees: 5194.00

Figure 6

8. Click **[Next]** to continue. A **FORM 21 DEADLINE SCREEN** appears (See Figure 7.)

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**Open New Bankruptcy Case**

The Paper Form of the Individual Debtor(s) Statement of Social Security Number(s) (Form 21) Must Be Received at the Court By: 05/28/04

Figure 7

9. Click **[Next]** to continue. A **BLANK SCREEN** appears (See Figure 8.)

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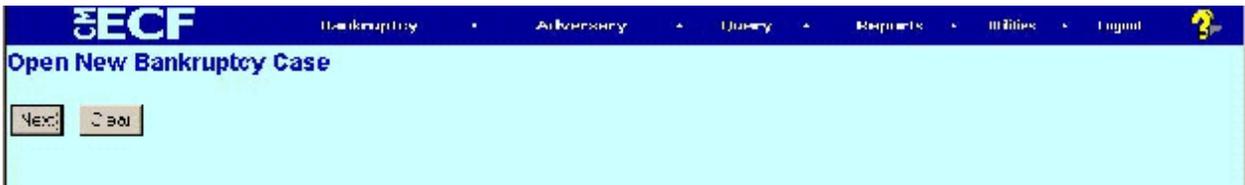


Figure 8

10. Click **[Next]** to continue. The **DOCKET TEXT SCREEN** appears (See Figure 9.)

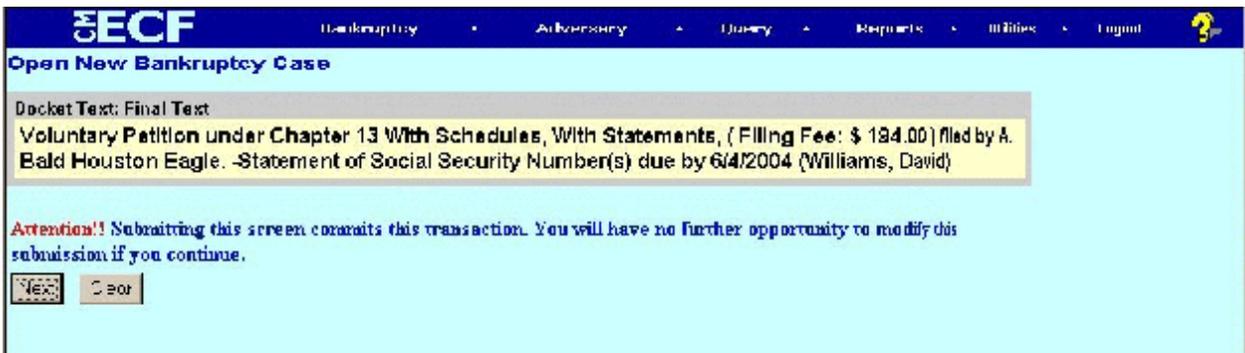


Figure 9

11. Review the text carefully for accuracy. If inaccurate information is displayed, you have two choices. You can use the browser back button to go back to the screen where the inaccurate information was input, make the correction, then complete all the subsequent screens again. Or, you can click on Bankruptcy on the CM/ECF Main Menu Bar and start the case opening process all over again.
12. Click **[Next]** to continue. The **NOTICE OF ELECTRONIC FILING SCREEN** appears with the **INTERNET CREDIT CARD CHARGE SCREEN** overlaid. (See Figure 10.)

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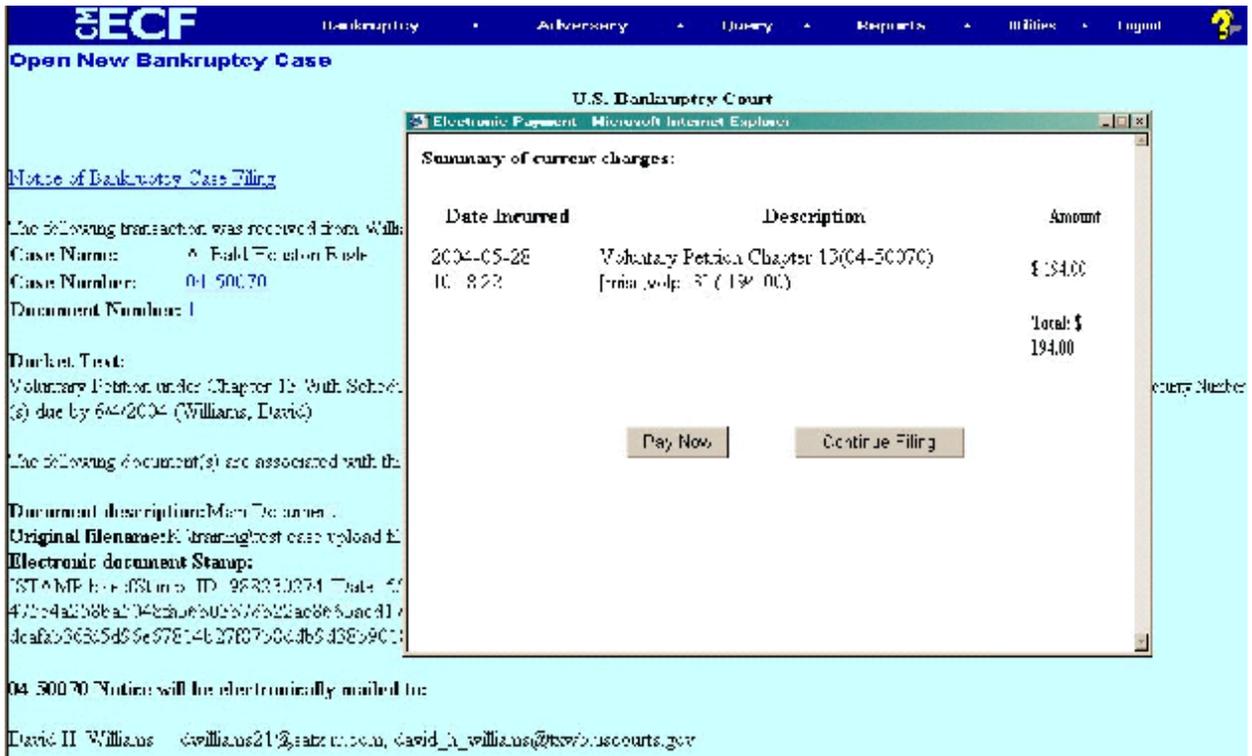


Figure 10

13. To pay the filing fee immediately, click Pay Now. A **CREDIT CARD INFORMATION SCREEN** appears (See Figure 11.)

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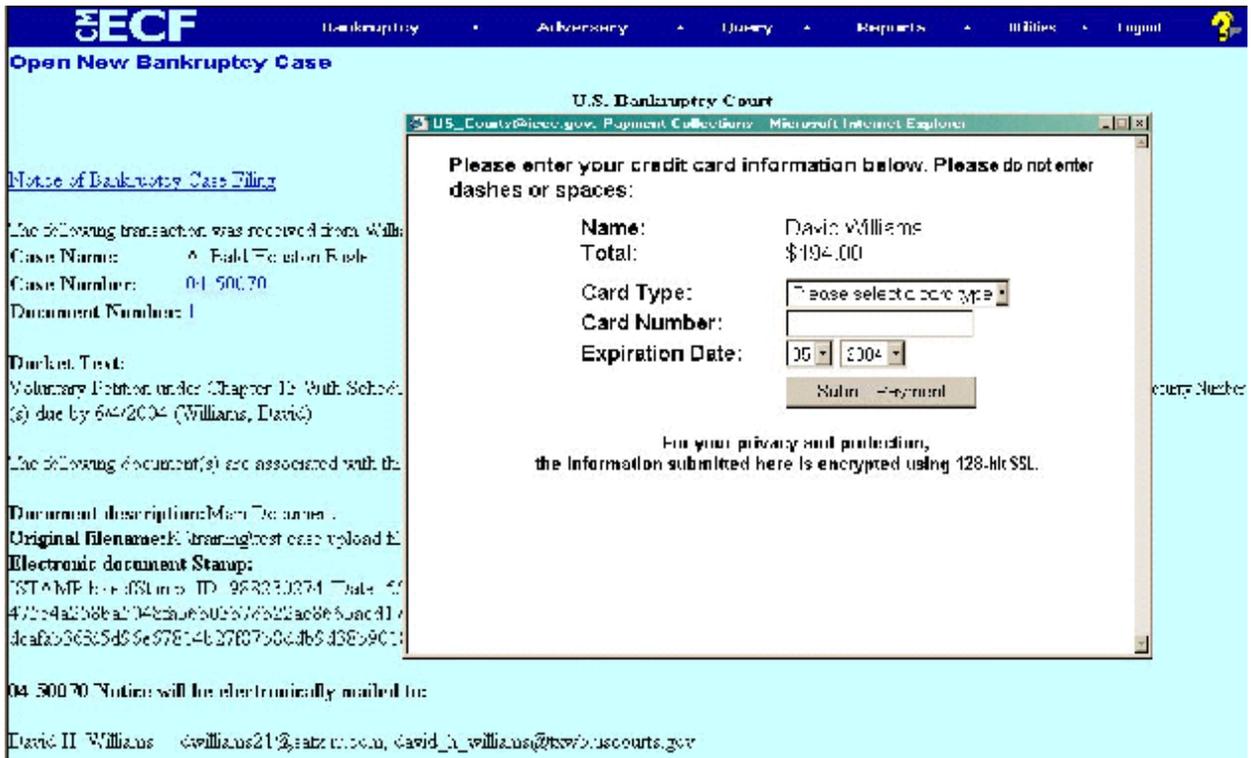


Figure 11

14. Enter your credit card type, number and expiration date, then click Submit Payment. A **TRANSACTION RECEIPT SCREEN** displays (See Figure 12.)

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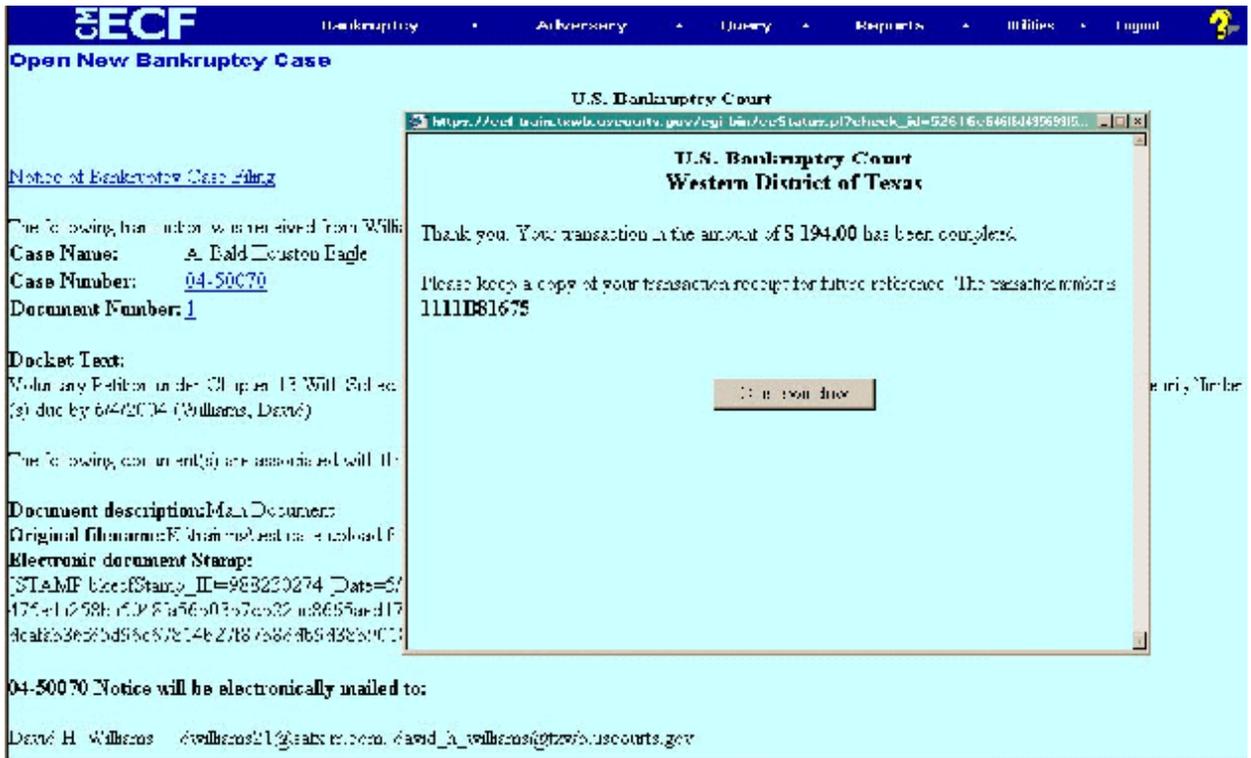


Figure 12

15. If you are using the Internet Explorer browser, you can right click inside the pop-up box and click print to get a copy of the screen.
16. Click **Close window** to view the **NOTICE OF ELECTRONIC FILING SCREEN** (See Figure 13.)

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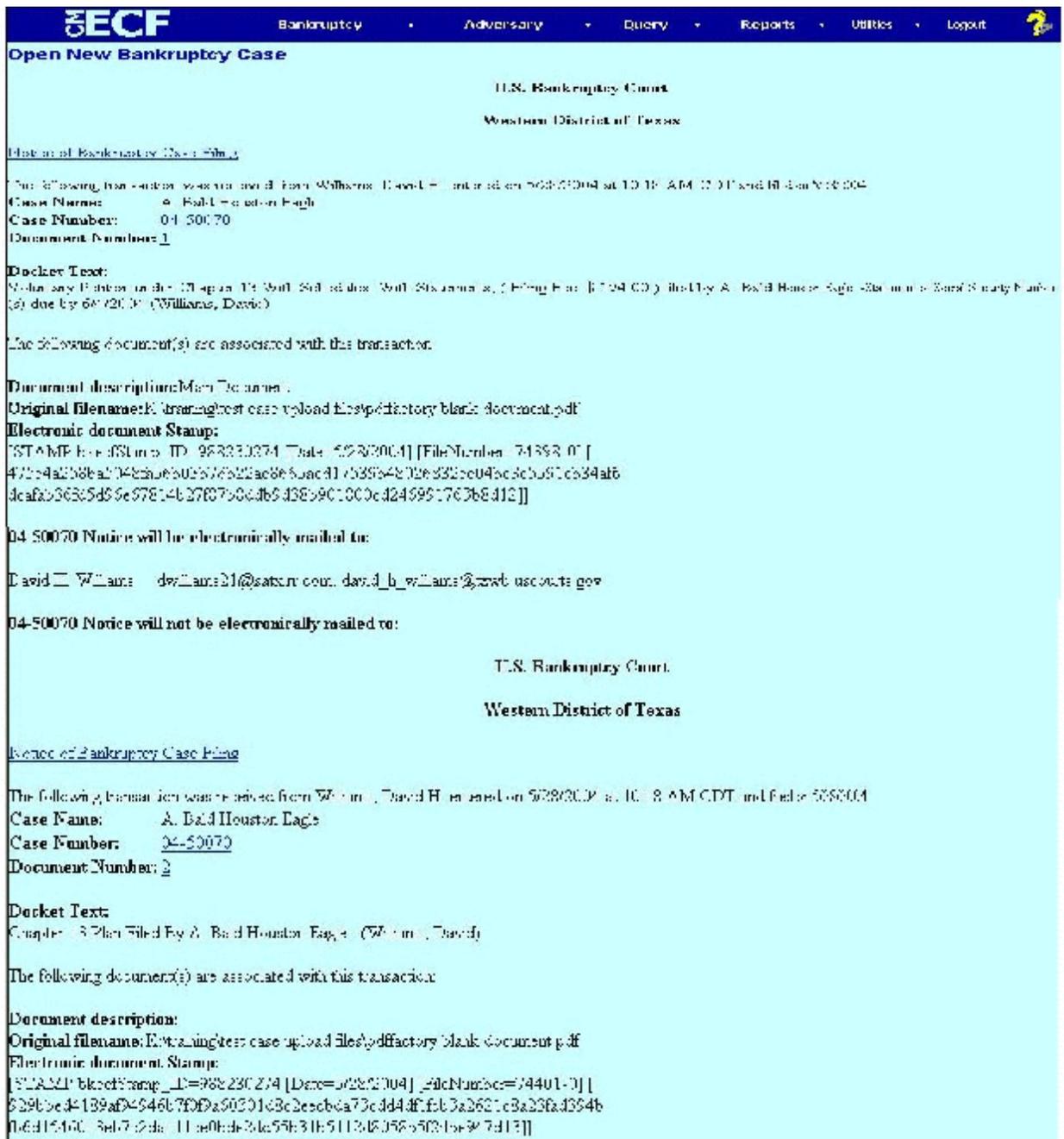


Figure 13

17. You can Click on the case number hypertext link to display the docket report for the new case.
18. You can Click on the document number hypertext link to display the petition document for the new case.
19. Click on the Bankruptcy hypertext link on the **CM/ECF Main Menu Bar** to continue.

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**ATTACHMENT 2- HOW TO “BROWSE AND ATTACH.”**

1. When the **BROWSE FOR A DOCUMENT SCREEN** Appears (see Figure 14), Click on the [Browse] button.



Figure 14

2. Clicking on the [Browse] button takes you to your local hard drive or network server (See Figure 15.)

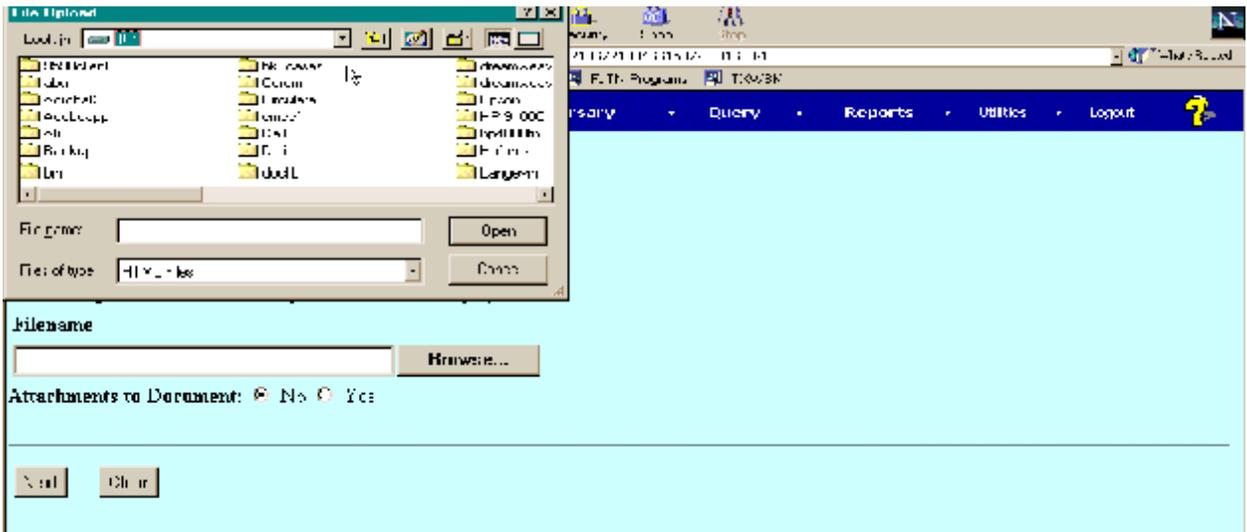


Figure 15

3. Click on the file folder containing your bankruptcy cases to open it (See Figure 16.)

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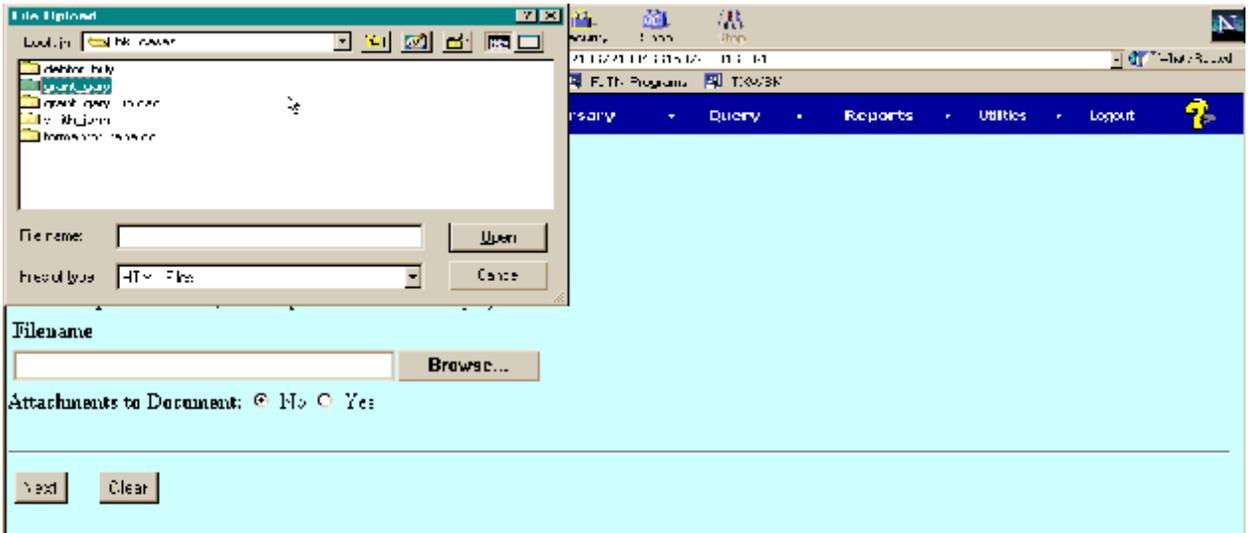


Figure 16

4. Click on the folder containing your client's documents folder (See Figure 17.)

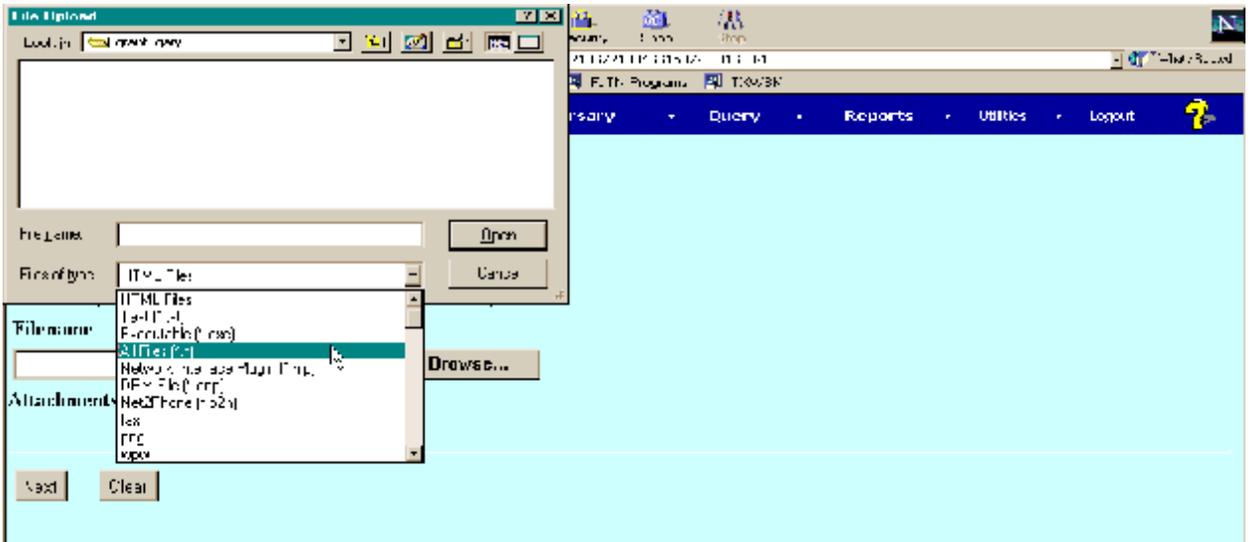


Figure 17

5. If you are using a Netscape browser, the folder will open but no file names will appear. In Netscape, the default is to display on HTML files. Note the Files of type window showing HTML Files. If you are using a Internet Explorer browser, the folder will open and all file types will appear.
6. To see all of the files in a Netscape browser, Click of the "Files of Type" window drop down arrow (See Figure 18.)

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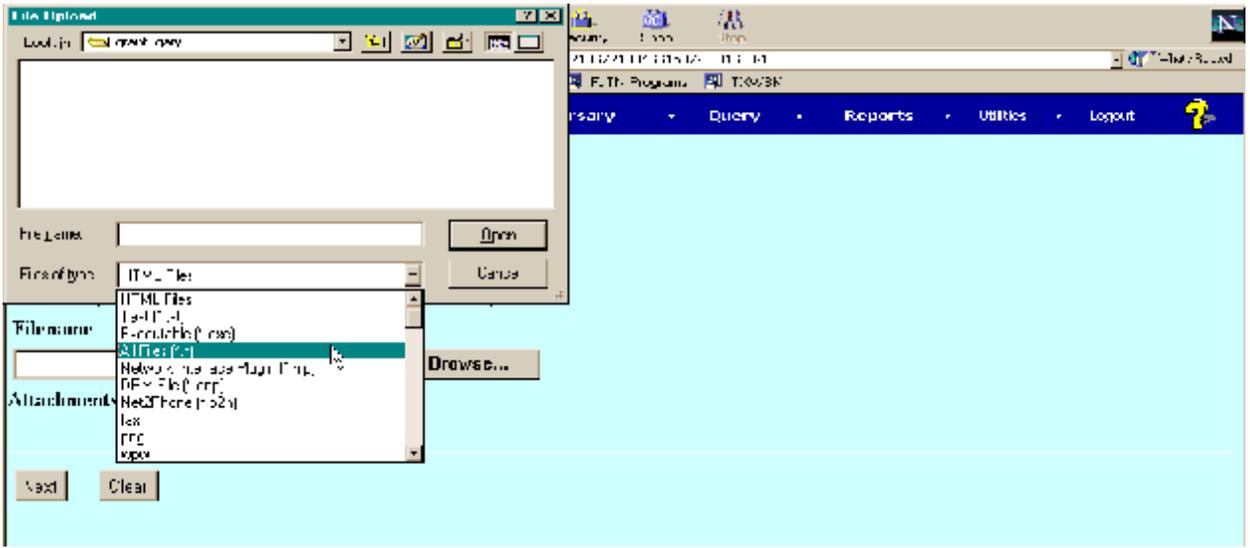


Figure 18

7. Click on “All Files (\*.\*)” All of the files in the folder will display (See Figure 19.)

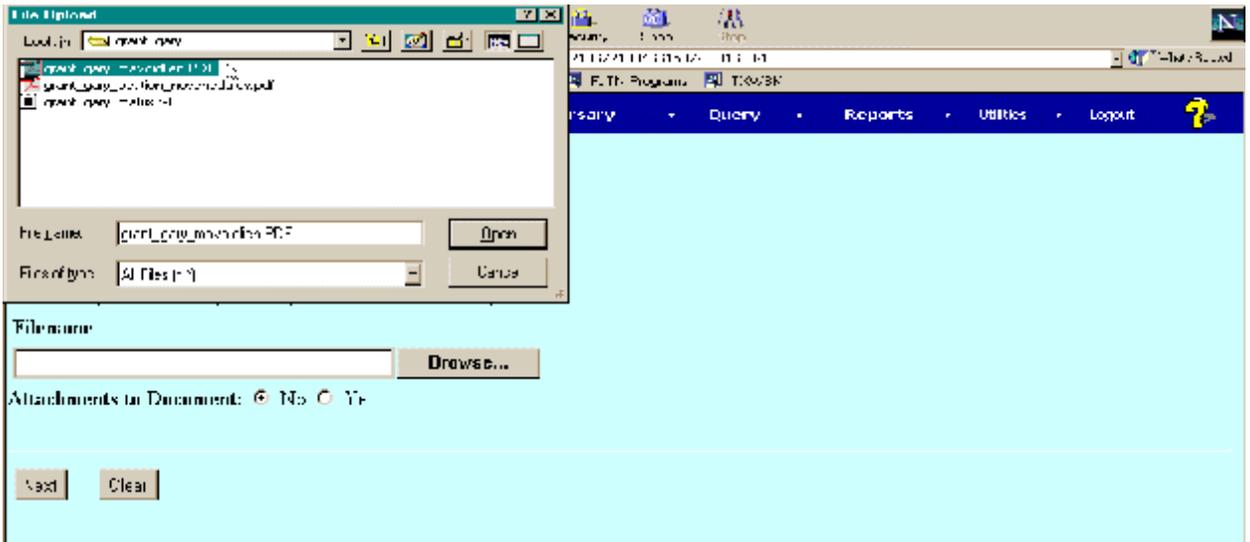


Figure 19

8. Right Click on the file name of the document you want to upload. A drop down dialog box will display (See Figure 20.)

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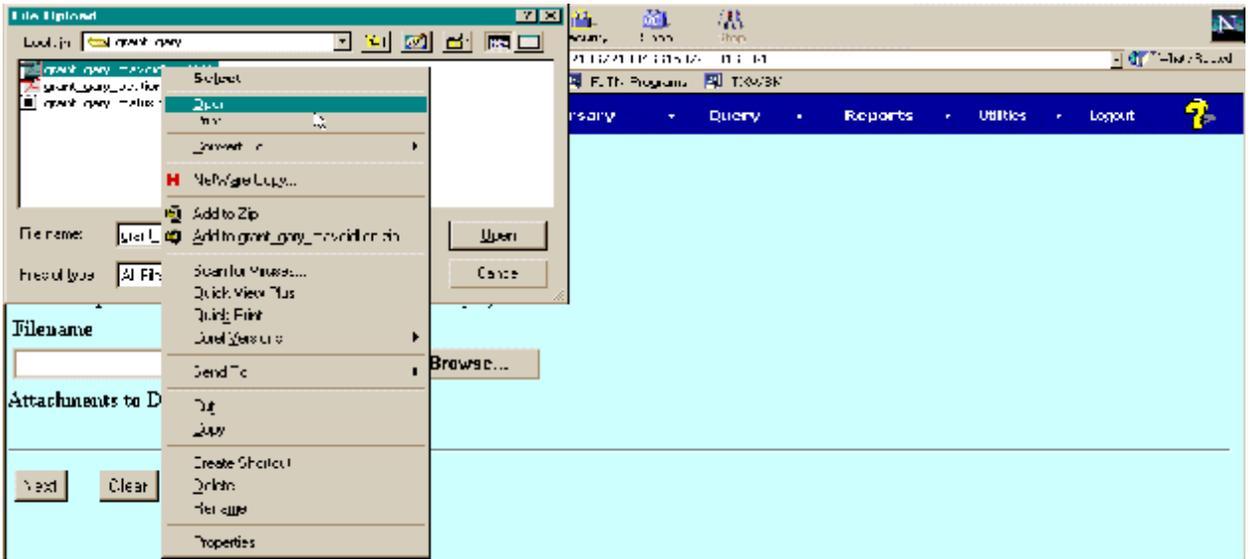


Figure 20

9. Click on “Open”. The Adobe Acrobat Reader or Writer software program will “launch” and display the first page of the document (See Figure 21.)

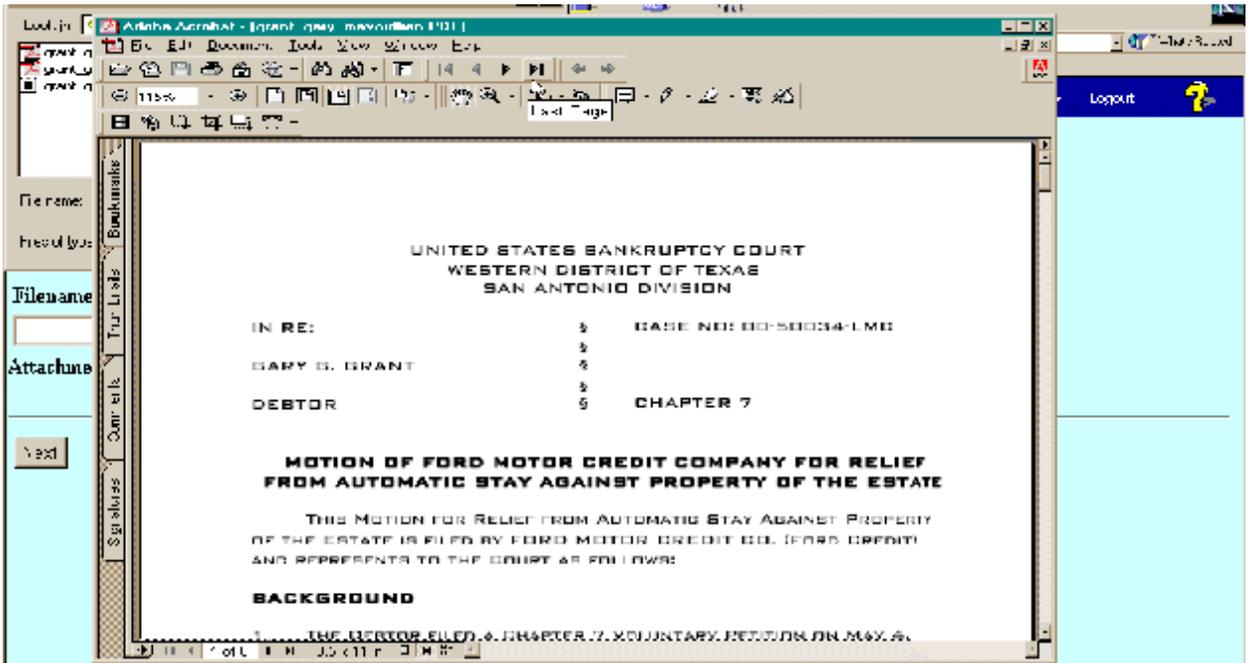


Figure 21

10. As the filer of the document, you know how many pages it should contain and how it was created and converted to PDF. To insure that the PDF document is exactly what you want to file, page through the document and check for
  - Missing pages
  - Blurred pages

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- Pages out of order
- /s/name where signatures should be

If the document is not acceptable for filing, then you should terminate docketing and recreate the PDF document.

11. When you have completed reviewing the document, you can exit the Adobe Acrobat Reader by clicking on the “close” button in the upper right hand corner. Be careful not to close the browser, as this will terminate CM/ECF session. (See Figure 22.)

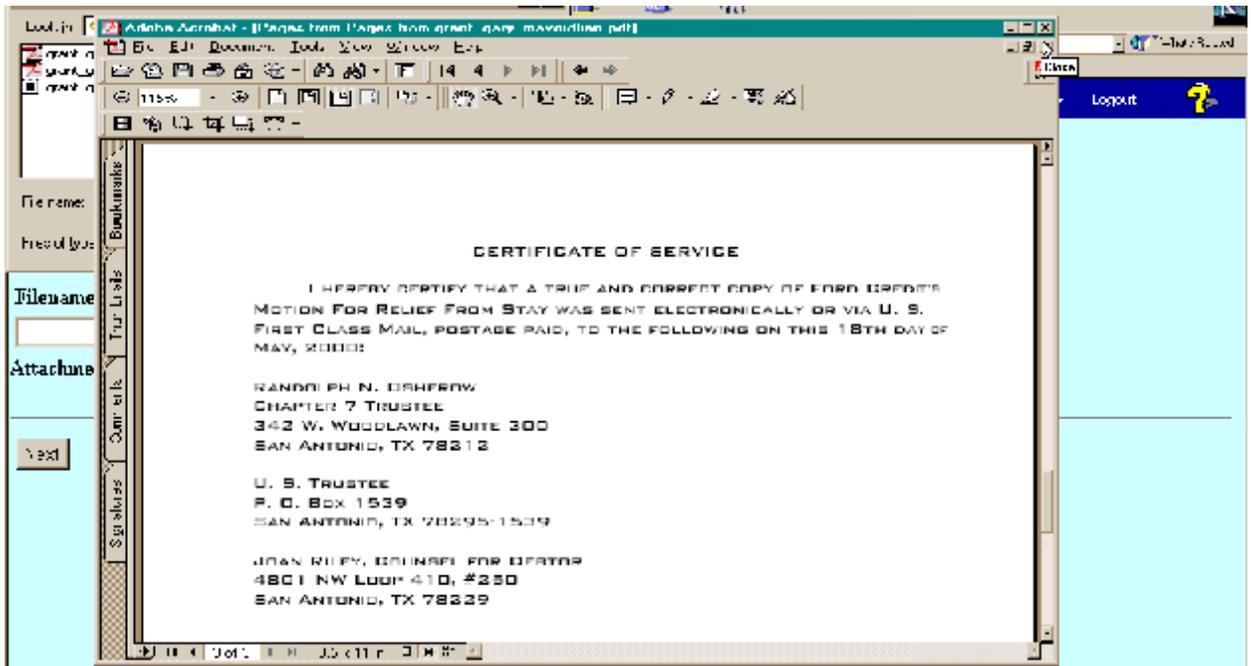


Figure 22

12. The **FOLDER LISTING SCREEN** will display again and the document you just reviewed will be highlighted (See Figure 23.)

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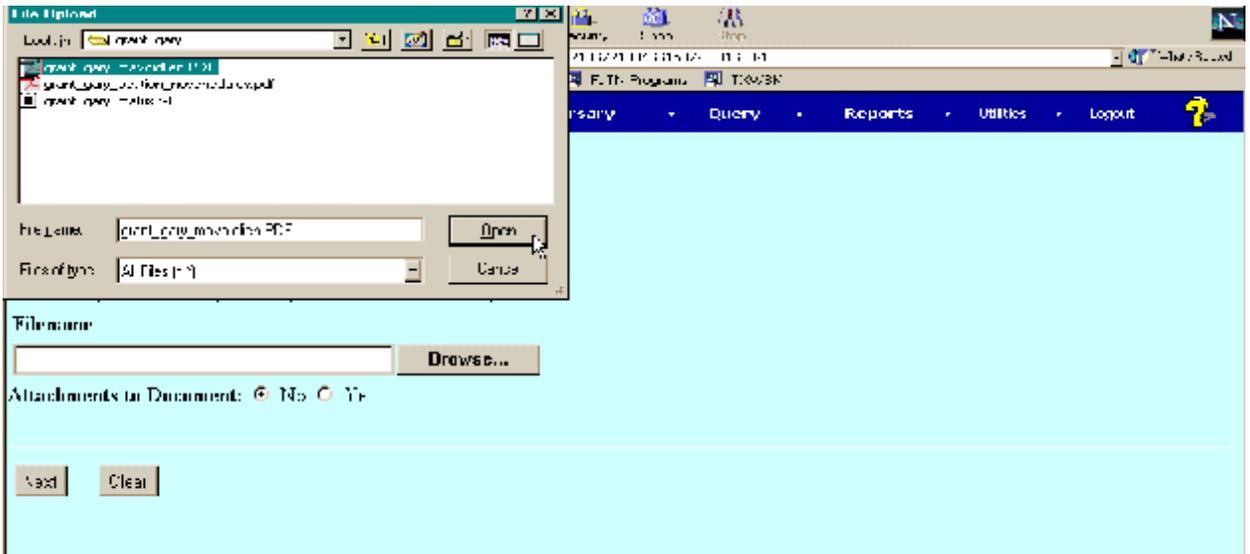


Figure 23

13. Click the [Open] button to select the highlighted file.
14. NOTE: If the PDF file is larger than 2.9 MB a warning message will display. You will be able to continue to upload your document. However, a 2.0 MB document is very large (over 100 pages) and such a warning message may be a clue to you that the PDF file was not correctly created. The court is always available to help you resolve PDF file creation problems. Just give us a call!
15. The BROWSE FOR A DOCUMENT SCREEN appears again (see Figure 24).



Figure 24

16. Notice that the "path and file name" of the document selected now appears in the [Browse] box. You have successfully "browsed and attached" a document for electronic filing.