

September 21, 2018

CM/ECF DOCKETING/FILING PROCEDURE
For Attorneys
BANKRUPTCY CASE OPENING
LIST OF CREDITORS UPLOAD
JUDGE/TRUSTEE ASSIGNMENT

This procedure is completed as part of the new bankruptcy case filing to obtain a new bankruptcy case number. Be sure to review your documents. Make sure that all the data is correct, you have all the necessary signatures, and that you have all the necessary forms. See <http://www.txwb.uscourts.gov/voluntary-chapter-7-11-12-or-13-case-filing-requirements>

Once the new case is filed, complete the process by uploading a list of creditors and assigning a bankruptcy judge/trustee to the new case. Several bankruptcy software packages will shorten this procedure so if you use one of these products contact your software company about electronic case filing options.

Step 1 Log into ECF

The screenshot shows the CM/ECF login interface. At the top, there are instructions for filing and a link for forgotten passwords. Below this is an 'Authentication' section with input fields for 'Login' (containing 'ruizaty'), 'Password' (masked with dots), and 'Client code'. To the right of these fields is an 'IMPORTANT NOTICE OF REDACTION RESPONSE' section with a checkbox that is checked. At the bottom of the authentication section are 'Login' and 'Clear' buttons. Below the authentication section is a 'Notice' section. Red arrows are drawn on the image to highlight the 'Login' field, the 'Password' field, the 'Login' button, and the 'Notice' section header.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you have lost or forgotten your **CM/ECF** password, [click here](#).

Authentication

Login:

Password:

Client code:

☐ I understand that, if I file, I must comply with the redaction requirements.

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the court.

September 21, 2018

Click on the “Bankruptcy” hypertext link on the blue CM/ECF Main Menu Bar.



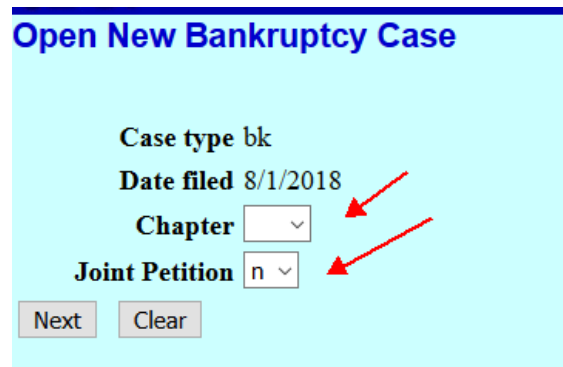
Step 2 The “Bankruptcy Events Menu displays. Click *Open A BK Case*.



September 21, 2018

Step 3

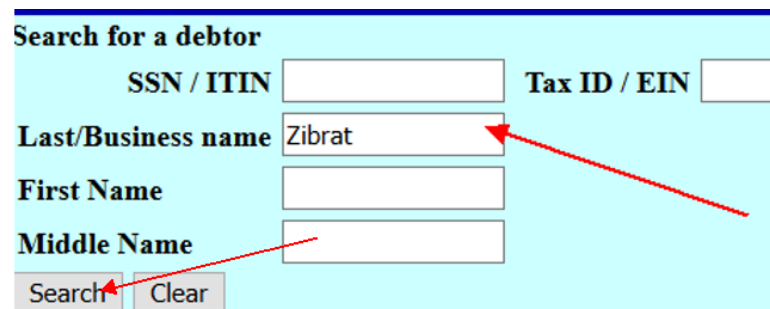
The Case Data Screen displays. Select the appropriate data by clicking on the drop-down boxes. Select the chapter of the case and whether or not this is a joint petition (y/n).



The screenshot shows a web form titled "Open New Bankruptcy Case" in blue text. The form has a light blue background. It contains the following fields: "Case type bk" with a value of "bk", "Date filed" with a value of "8/1/2018", "Chapter" with a drop-down arrow, and "Joint Petition" with a value of "n" and a drop-down arrow. At the bottom are two buttons: "Next" and "Clear". Two red arrows point to the "Chapter" and "Joint Petition" drop-down menus.

Step 4

The Search for A Debtor 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. Enter search data and Click Search.



The screenshot shows a web form titled "Search for a debtor" in blue text. The form has a light blue background. It contains the following fields: "SSN / ITIN" with an empty text box, "Tax ID / EIN" with an empty text box, "Last/Business name" with a value of "Zibrat", "First Name" with an empty text box, and "Middle Name" with an empty text box. At the bottom are two buttons: "Search" and "Clear". Two red arrows point to the "Last/Business name" text box and the "Search" button.

September 21, 2018

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.

The screenshot shows a web form titled "Search for a debtor". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. Underneath, the text "Party search results" is followed by "No person found.". At the bottom, there is a "Create new party" button. A red arrow points from the "No person found." text to the "Create new party" button.

Step 6

Complete the additional fields on the Party Information screen. You must provide the full name(s) of the debtor(s). Do not capitalize the name information. Use upper/lower case letters for name, address, and city.

Ex. Thomas W. White, 123 Main St., San Antonio, TX 78221.

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.

The Party Text Box serves as a place to input information about the debtor's capacity in this filing. For instance: Lawrence Welk, *For the Estate of the Deceased Mary Welk*. The italicized portion of the title was entered in the Party Text Box. You probably won't use that box often.

The screenshot shows the "Debtor Information" form with the following populated fields: Last name (Welk), First name (Lawrence), Middle name (), Generation (), Title (), SSN (990-23-8827), Tax ID (222-11-1234), Office (), Address 1 (455 Red River), Address 2 (), Address 3 (), City (Austin), State (TX), Zip (78701), County (Travis), Country (), Phone (), Fax (), E-mail (), and Party text (). At the bottom, there are buttons for "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A small note at the bottom right states: "Add all aliases and corporate parents before clicking the Submit button."

September 21, 2018

If the debtor has alias, click on the Alias button to add those names otherwise, skip this step and click Submit.

Alias Information (Party Jonesly, Bob Mark)					
	Last/Business name	First name	Middle name	Generation	Role
1	Jonelsy	Bob			aka ▾
2					aka ▾
3					aka ▾
4					aka ▾
5					aka ▾

Click the Add aliases button to return to the Party screen and submit a

STEP 7 A New Case Information screen displays. Ensure that these data fields reflect the information on your voluntary petition PDF.

Fee Status:

- Paid (default)- Filing fee paid in full.
- Installment – If petition is accompanied by application to Pay Filing Fee in Installments. (7, 11, 13, 12 individual debtors only)

Note: Effective December 1, 2017, at least fifty percent of the filing fee is due within seven (7) calendar days of the filing of the petition for debtors applying to pay the filing fee in installments.

- Fee not paid – No fee is paid at time of filing.
- IPF filing fee waived – Ch 7 petition is accompanied by an Application to Waive Chapter 7 Filing Fee.

Asset Notice:

Chapter 13 and Chapter 11 cases are always filed with the asset notice as “yes”. Once the data on the screen is accurate, click Next.

ECF		Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?					
Open New Bankruptcy Case							
Prior filing within last 8 years <input type="text" value="no"/>				Type of debtor			
Fee status <input type="text" value="Paid"/>				<input checked="" type="radio"/> Individual			
Nature of debt <input type="text" value=""/>				<input type="radio"/> Corporation (includes LLC & LLP)			
Asset notice <input type="text" value="No"/>				<input type="radio"/> Partnership			
Estimated number of creditors <input type="text" value="1 - 49"/>				<input type="radio"/> Other			
Estimated assets <input type="text" value="\$100,000 to \$1 million"/>				Nature of business			
Estimated debts <input type="text" value="\$1 million to \$100 million"/>				<input type="radio"/> Health Care Business			
				<input type="radio"/> Single Asset Real Estate			
				<input type="radio"/> Railroad			
				<input type="radio"/> Stockbroker			
				<input type="radio"/> Commodity Broker			
				<input type="radio"/> Clearing Bank			
				<input type="radio"/> Other			
				<input type="radio"/> Tax-Exempt Entity			
<input type="button" value="Next"/> <input type="button" value="Clear"/>							

September 21, 2018

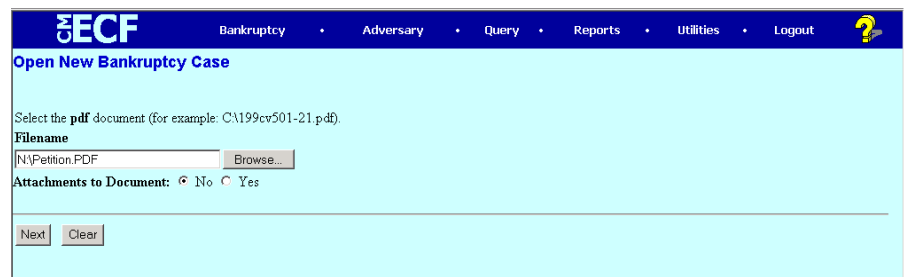
Step 8

The Browse for A Document Screen appears. Upload your PDF petition document. Be sure to check your PDF for completeness and accuracy. The last page of the document should be the Verification of the List of Creditors along with a PDF copy of the List of Creditors.

See TXWB Local Forms:

http://www.txwb.uscourts.gov/sites/txwbcoop/files/list_creditors.pdf

Click Next.



Step 9

The next screen is instruction on where to file the Debtor's Certificate of Budget and Credit Counseling, Certificate of Exigent Circumstances and Motion to Waive Credit Counseling. After review, click Next.

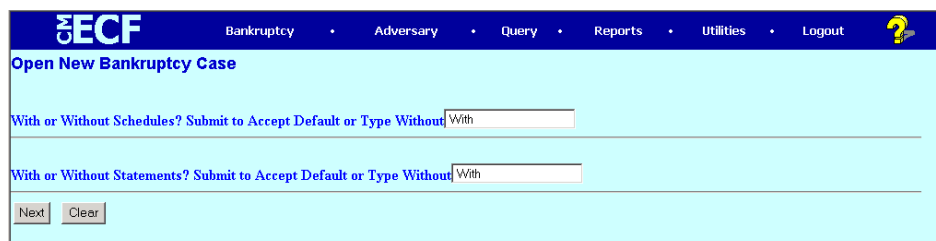
Step 10

Make proper selection regarding "Presumption Arises". Click Next.



Step 11

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.



September 21, 2018

Step 12

The following 2 screens give you direction on inserting data regarding Official Form 6–Statistical Information.

The screenshot shows the 'SUMMARY OF SCHEDULES' screen in the ECF system. It includes a table with columns for NAME OF SCHEDULE/FORM, ASSETS, LIABILITIES, and OTHER. The table lists various schedules (A through F) and income/expenses. At the bottom, there are 'Next' and 'Clear' buttons.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Step 13

The Financial Screen appears. Review this information and click next.

The screenshot shows the 'Financial Screen' in the ECF system. It contains text regarding filing fees and payment options. Red arrows point to specific text elements: 'ATTORNEY FILERS', 'YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET.', 'IF YOU ARE FILING AN APPLICATION TO DEFER FILING FEE...', 'ALL PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS.', 'IF DEBTOR IS PAYING IN INSTALLMENTS, YOU MUST PAY 50% OF THE FILING FEE WITHIN SEVEN (7) DAYS FROM THE CASE FILING DATE.', and 'FILING FEE PAID TODAY OR 0.00 FOR NO FEE PAID.'.

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 FILING FEE, APPLICATION FOR WAIVER OF A FILING 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 DEBTOR IS PAYING IN INSTALLMENTS, YOU MUST PAY 50% OF THE FILING FEE WITHIN SEVEN (7) DAYS FROM THE CASE FILING DATE.

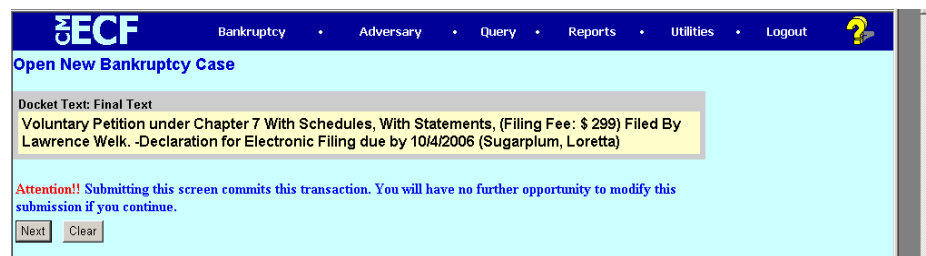
FILING FEE PAID TODAY OR 0.00 FOR NO FEE PAID.

Fee: \$335

Next Clear

September 21, 2018

- Step 14** **The next screen tells you when the Declaration for Electronic filing is due to be electronically filed on the case docket. Click Next.**
- Step 15** **The next screen requires no data entry. Click Next.**
- Step 16** **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.**



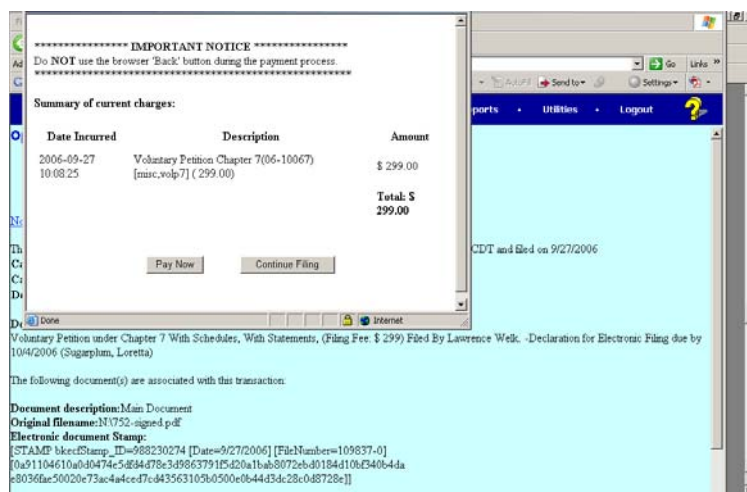
ECF Bankruptcy Adversary Query Reports Utilities Logout ?

Open New Bankruptcy Case

Docket Text: Final Text
Voluntary Petition under Chapter 7 With Schedules, With Statements, (Filing Fee: \$ 299) Filed By Lawrence Welk. -Declaration for Electronic Filing due by 10/4/2006 (Sugarplum, Loretta)

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

- Step 17** **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 all fees are paid. You can also pay fees using the Internet Fees Due program located under the Utilities menu in ECF.**



***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2006-09-27	Voluntary Petition Chapter 7(06-10067)	\$ 299.00
10/08/25	[misc.volp7] (299.00)	
		Total: \$ 299.00

CDT and filed on 9/27/2006

Voluntary Petition under Chapter 7 With Schedules, With Statements, (Filing Fee: \$ 299) Filed By Lawrence Welk. -Declaration for Electronic Filing due by 10/4/2006 (Sugarplum, Loretta)

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

Document description: Main Document
Original filename: N1752.signed.pdf
Electronic document Stamp: [STAMP bkecfStamp_ID=988230274 [Date=9/27/2006] [FileNumber=109837-0] [0a91104610a0d0474c5d64478c3d9863791f5420a1bab3072ebd0184d10b340b4da e8036fae50020c73ac4a4ced7c443563105b0500e0b4443dc28c048728e]]

September 21, 2018

Step 18

For payment of fees, insert the correct data regarding your credit card in the next white pop up box. This includes card type, card number and expiration date. Click Continue with Plastic Card Payment. A third pop up box appears in which you are to authorize the charge. Click Submit Payment. The request processes and you get a payment successful screen. Close that screen to see your Notice of Electronic FilingScreen.

Note:

If you have indicated that debtor(s) is/are paying filing fee in installments or that debtor(s) is/are to file an application to waive the chapter 7 filing fee, then you must file these motions/applications after the case is opened. If not, the full filing fee is due upon the opening of the case.

Step 19

The Notice of Electronic Filing 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.

ECF Bankruptcy Adversary Query Reports Utilities Logout ?

Open New Bankruptcy Case

U.S. Bankruptcy Court
Western District of Texas

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Sugarphum, Loretta A. entered on 9/27/2006 at 10:08 AM CDT and filed on 9/27/2006

Case Name: Lawrence Welk
Case Number: [06-10067](#)
Document Number: [1](#)

Docket Text:
Voluntary Petition under Chapter 7 With Schedules, With Statements, (Filing Fee: \$ 299) Filed By Lawrence Welk. -Declaration for Electronic Filing due by 10/4/2006 (Sugarphum, Loretta)

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

Document description:Main Document
Original filename:NA752-signed.p-df
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [Date=9/27/2006] [FileNumber=109837-0]
[0a91104610a0d0474e5df4d78e3d9863791f5d20a1bab8072ebd0184d10bf340b4da
e8036fae50020e73ac4a4ced7cd43563105b0500e0b44d3dc28c0d8728e]]

06-10067 Notice will be electronically mailed to:
Loretta A. Sugarphum tina_warren@twb.uscourts.gov

06-10067 Notice will not be electronically mailed to:

September 21, 2018

UPLOADING YOUR LIST OF CREDITORS

THE LIST OF CREDITORS FOR UPLOAD MUST BE A “.TXT” FORMAT/FILE.

List of Creditors Specifications:

- Margins (top, bottom, left, right) should be at least one (1) inch.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.
- Do not use special characters: i.e. \$ | @ *
- The name and address of each creditor must be five (5) lines or less.
- The “name” line may contain no more than 50 characters including blanks.
- Each address line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading spaces.)
- Account numbers or “attention” lines should be placed on the second line of the name/address.
- City, state, and zip code must be on the last line.
- There must be a comma placed immediately after the city name. (ex. Midland, TX)
- All states must be the two-letter U.S. Postal Code abbreviations.
- Nine-digit zip codes must be typed with a hyphen separating the two groups of digits.

Step 1 Once you have created your list of creditors .txt file, click on the “Bankruptcy” option on the blue Main Menu Bar to proceed with the upload of the list of creditors for your new case. Remember that your list of creditors needs to be in .txt format. It cannot be a PDF, Word, or WordPerfect document!

Select the “Creditor Maintenance” category/option.



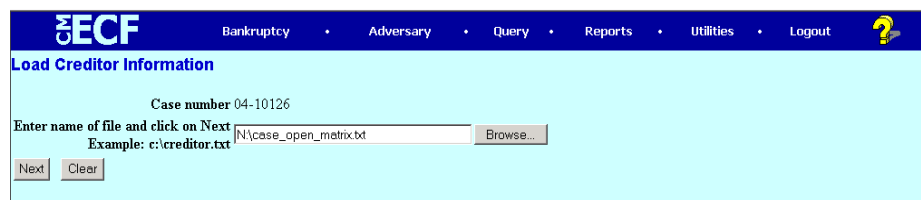
September 21, 2018

Step 2 **Click *Upload list of creditors file***

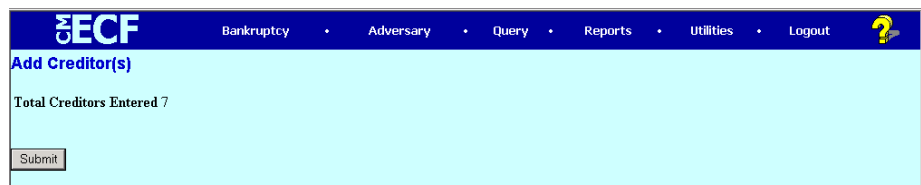


Step 3 **Enter the Case Number.**

Step 4 **The Browse for A Document Screen appears. Click Browse and locate the list of creditors text document for uploading. Once the .txt file has been located Click Next.**



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



Step 6 **The Creditors Receipt screen confirms the submission of the list of creditors upload to the ECF system. The upload is now complete.**



September 21, 2018

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.**



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.**

A screenshot of the ECF system's "341 Judge And Trustee" screen. The screen has a light blue background. At the top, there is a dark blue header bar with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, a message states: "This may take a few minutes... Please be patient. A confirmation screen will appear." The main content area is titled "341 Judge And Trustee" and contains a table with the following data:

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
6-10067	Lawrence Welk	7	First Meeting of Creditors & Notice of Appointment of Interim Trustee Marsha G Milligan added to the case. with 341(a) meeting to be held on 05/10/2008 at 09:00 AM at Austin Room 118. Objections for Discharge due by 07/09/2008. (Sugarplum, Lore	Monroe, Frank R.	Milligan, Marsha G