

Here is the link to the various Declaration forms: <http://www.txwb.uscourts.gov/official-forms-western-district-texas>

Declaration Form (Exhibit B-1) 

Declaration Form (Exhibit B-2) 

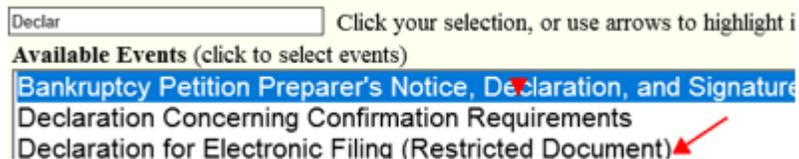
Declaration Form (Exhibit B-3) 

Generic Motion Form (B-16A)

Each one is for a specific type of filing, so open them up and read the title to make sure you submit the correct form for the filing.

To File the Declaration of Electronic Filing, follow these steps:

1. **Click** on Bankruptcy menu
2. **Click** on Other
3. **Enter** case number
4. **Select** docket event "Declaration of Electronic Filing (Restricted Document)"



5. **Select** your debtor(s) as filer of this document
6. **Browse and Upload** the PDF Declaration of Electronic Filing (Restricted Document) – **Check your PDF to make sure you are uploading the correct PDF.**
7. **Reference** or Link your Declaration to the appropriate document filing.
To see all the documents on file, highlight everything in the “Categories” box or use the selection criteria.

Select the category to which your event relates. To see all documents, hold Ctrl key down and click on all categories from the box below.

8. Click Next to see the filings.

9. Check mark the document that the Declaration should reference, then Click Next.

You may have several filings that require a declaration, so be sure to select the correct document.

Select the appropriate event(s) to which your event relates:

- 01/03/2018 [1](#) Voluntary Petition under Chapter 13 (Individual) With Schedules With Statements, (Filing Fee: \$ 310.00) filed by John B. Bellingham, Sarah Lori Bellingham. -Declaration for Electronic Filing due by 01/10/2018 (Ruizaty, Cathy)
- 01/03/2018 [2](#) Chapter 13 Plan. (and Request for Valuation of Security), (and

10. Review your final text to make sure you are in the correct case, selected the correct filers and, have referenced the right document.

11. Click Next to submit your filing.

12. Review the Notice of Electronic Filing.