

Involuntary Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open an involuntary bankruptcy case on CM/ECF.

- STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



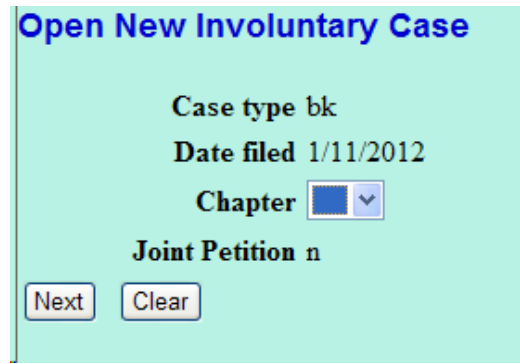
Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

- STEP 3** At the Bankruptcy Events screen, click on the [Open Involuntary Case](#) hyperlink. The Open New Involuntary Case screen will display (See Figure 3.)



Open New Involuntary Case

Case type bk

Date filed 1/11/2012

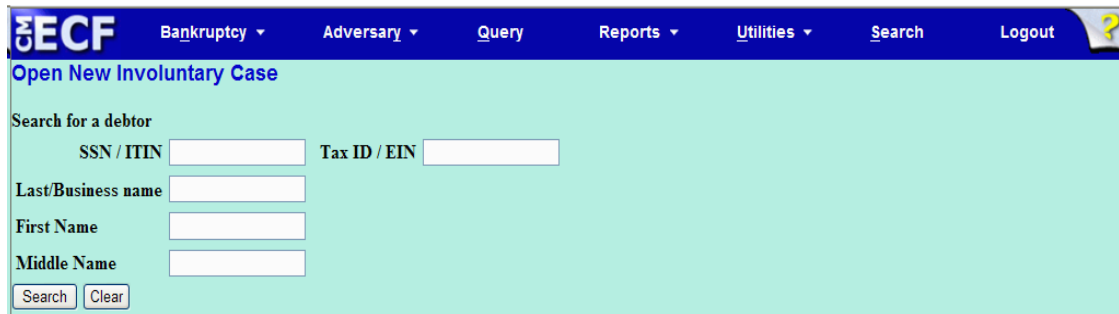
Chapter

Joint Petition n

Next Clear

Figure 3

- ◆ The case number will be generated later in this process and will be displayed on the Notice of Electronic Filing screen.
- ◆ The current date will always be displayed in the **Date Filed** field.
- ◆ Select the **Chapter** from the pick list box, or skip it if the default is correct.
- ◆ The default value for **Joint Petition** is **n** (no).
- ◆ The Case Type will always default to **bk** for bankruptcy.
- ◆ When this screen is correct, click **[Next]** to continue.

STEP 4 The **PARTY SEARCH** screen displays. (See Figure 4.)The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open New Involuntary Case". The main content area is light green and contains a search form titled "Search for a debtor". The form includes input fields for "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". At the bottom of the form are two buttons: "Search" and "Clear".**Figure 4**

- ◆ This screen is for you to enter the involuntary debtor on the case. Before you add the involuntary debtor, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - You can enter the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

STEP 5 If there are no matches, the system will return a **No Person Found** message. (See Figure 5a.)

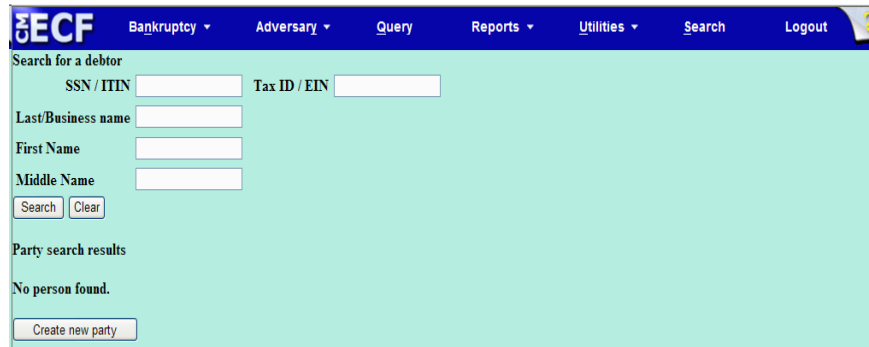


Figure 5a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 5b**. Clicking on each of the names will display a window showing the party's address information for verification. If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

◆ Once you have tried alternative searches and determined that the party is not already in the database, you can add them to the database. Click **[Create New Party]**.

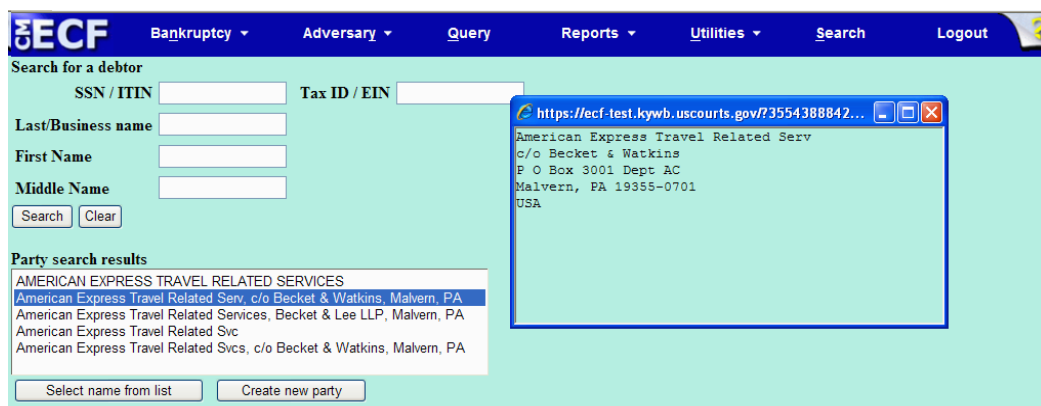


Figure 6

STEP 6 The **PARTY INFORMATION** screen displays. (See Figure 6.)

The screenshot shows the ECF Debtor Information form. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The form title is "Debtor Information". The debtor name is "American Express Travel Related Serv" and the SSN / ITIN is "Unknown". The form contains several input fields: Office, Address 1 (c/o Becket & Watkins), Address 2 (P O Box 3001 Dept AC), Address 3, City (Malvern), State (Ky), Zip (40202), County (JEFFERSON-KY (21111)), Country (USA), Phone, Fax, and E-mail. There is a "Party text" field. At the bottom, there are buttons for "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note states: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

Figure 6

- ◆ Enter the involuntary debtor's information in the appropriate boxes .
- ◆ Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Kentucky Corporation, Guardian of the State, etc.)
- ◆ If the party has an alias, click the **[Alias]** button.



STEP 7 The **ALIAS** screen appears. (See Figure 7.)

	Last/Business name	First name	Middle name	Generation	Role
1	American Travel				aka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 7

- ◆ You can enter up to five alias names. **Alias Role** selections include aka, dba, fdba, and fka. The default is aka.
- ◆ Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen reappears. (See Figure 8a.)

The screenshot shows the ECF Debtor Information form for "American Express Travel Related Serv" with SSN/ITIN: Unknown. The form includes fields for Office, Address 1 (c/o Becket & Watkins), Address 2 (P O Box 3001 Dept AC), Address 3, City (Malvern), State (PA), Zip (19355-0701), County, Country (USA), Phone, Fax, and E-mail. There is also a Party text field. At the bottom, there are buttons for Alias..., Corporate parent / affiliate..., Review..., Submit, Cancel, and Clear. A note states: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

Figure 8a

- ◆ Clicking on the **[Review]** button at any time presents a screen summarizing the attorney and alias activity for this debtor. (See Figure 8b.)

The screenshot shows the ECF Review attorneys, aliases, corporate parents or affiliates screen for "American Express Travel Related Serv". It includes a link "Uncheck to remove from list". Under "Attorneys added:", it says "None added." Under "Aliases added:", there is a checked checkbox for "American Travel, (aka)". Under "Corporate parents / affiliates added:", it says "None added." At the bottom, there are buttons for "Return to Party screen" and "Clear".

Figure 8b

- ◆ Verify the information.
- ◆ Be careful about clicking the **[Clear]** button. You could accidentally delete information.

- ◆ Click **[Return to Party Screen]**.

STEP 9 The **PARTY INFORMATION** screen will return again as shown in **Figure 8a**. If you are finished adding information for this new party, click **[Submit]** to continue with Opening an Involuntary Case.

STEP 10 The **SEARCH FOR PETITIONING CREDITOR** screen displays. (See **Figure 10**.)

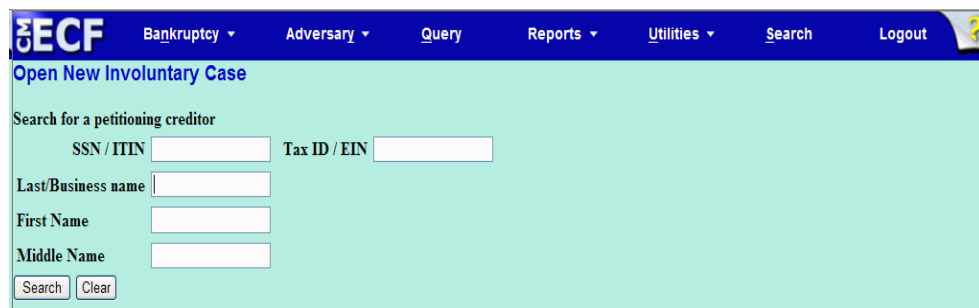



Figure 10

- ◆ This screen is for you to enter the petitioning creditor on the involuntary case. Before you add the petitioning creditor, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
- ◆ You can enter the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings,

entering the first part of the name may be sufficient to find a match.

STEP 11 If there are no matches, the system will return a **No Person Found** message. (See Figure 11a.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a search form titled "Search for a petitioning creditor". The form includes input fields for "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. Below the form, the text "Party search results" is followed by "No person found." and a "Create new party" button.

Figure 11a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 11b**. Clicking on each of the names will display a window showing the party's address information for verification.

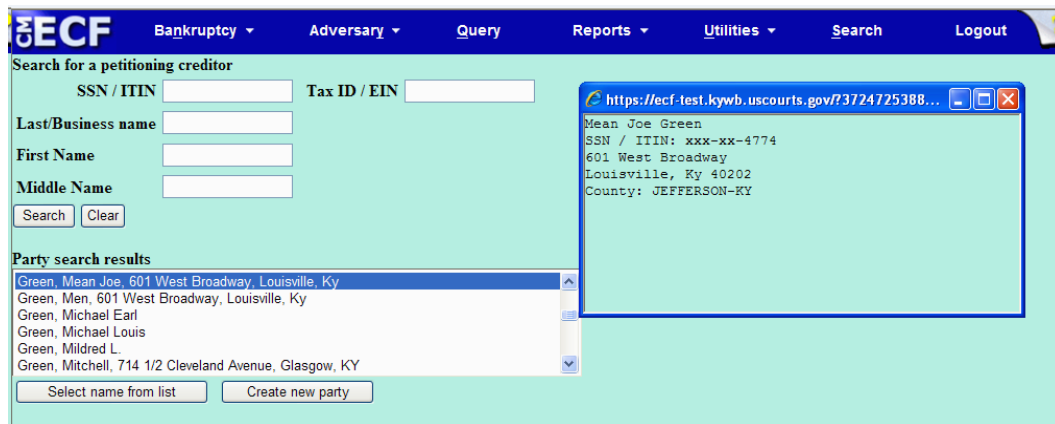


Figure 11b

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

- ◆ Once you have tried alternative searches and determined that the party is not already in the database, you can add them to the database. Click **[Create New Party]**.

STEP 12 The **PETITIONING CREDITOR INFORMATION** screen displays.
(See Figure 12.)

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Petitioning Creditor Information

Mean Joe Green SSN / ITIN:xxx-xx-4774

Office

Address 1

Address 2

Address 3

City

State Zip

County Country

Phone

Fax

E-mail

Party text

The user opening the case is the filing attorney for this party.

Attorney... Alias... Corporate parent / affiliate... Review... Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Figure 12

- ◆ Enter the petitioning creditor's **Name** and **Address** information in the appropriate boxes .

NOTE: Type the first letter of the county name for a faster search.

- ◆ Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Kentucky Corporation, Guardian of the State, etc.)
- ◆ There will be a checkbox that states **The user opening the case is the filing attorney for this party**, please check the box. Once you have done so, the attorney button will now be greyed out and can no longer be selected.

STEP 13 If you are finished adding information for this petitioning creditor, click **[Submit]** to continue with Opening an Involuntary Case.

STEP 14 Repeat steps 10-13 until all petitioning creditors have been added to the case. Once all petitioning creditors have been added, click on **[End petitioning creditor selection]**. **See Figure 14.**

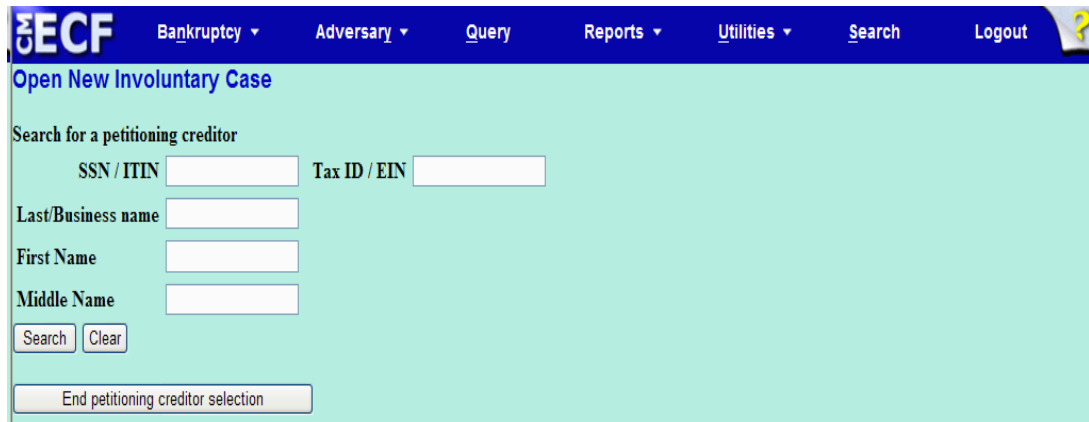


Figure 14

STEP 15 Division of the case will be assigned based on the county selected in **STEP 6**, as shown in **Figure 15**. If a mistake was made in the selection of the county, click on the **[Back]** button and make the correction. If the information is correct, click **[Next]** to continue.



Figure 15

STEP 16 The **STATISTICAL DATA** screen appears next. (See Figure 16.)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Involuntary Case

Small business n

A plan is being filed with this petition.

Acceptances of the plan were solicited prepetition

Fee status Paid

Nature of debt

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

Other

Tax-Exempt Entity

Next Clear

Figure 16

- ◆ Complete the screen as applicable.
- ◆ The **Fee Status** value defaults to Paid.
- ◆ Designate the **Nature of Debt** as Consumer or Business.
- ◆ Click **[Next]** to continue.

STEP 17 The **SELECT A PDF DOCUMENT** screen appears. (See Figure 17.)

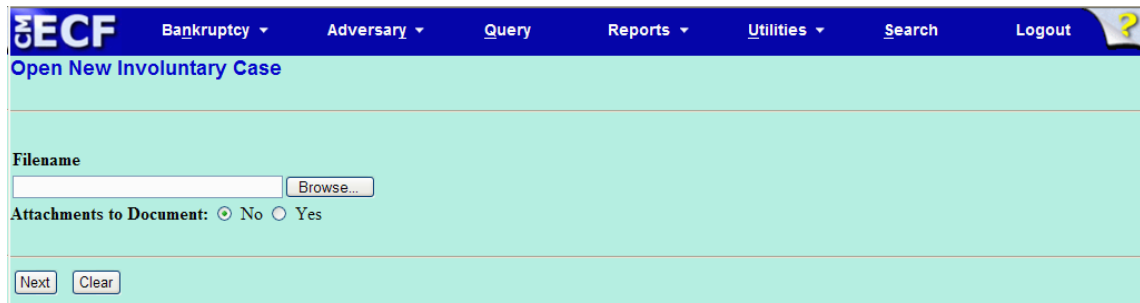


Figure 17

NOTE: This screen is used for associating the imaged document with this entry. Attorneys must enter the path and name of a pdf (portable document format) document here.

- ◆ Click [**Browse**], then click on the down arrow ▼ for the **Files of type** field.
- ◆ In the drop-down box, click on **All Files (*.*)**.
- ◆ Navigate to the directory where the appropriate PDF file is located.
- ◆ Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- ◆ Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- ◆ Click [**Next**]

STEP 18 The **RECEIPT #** screen appears. (See Figure 18.)

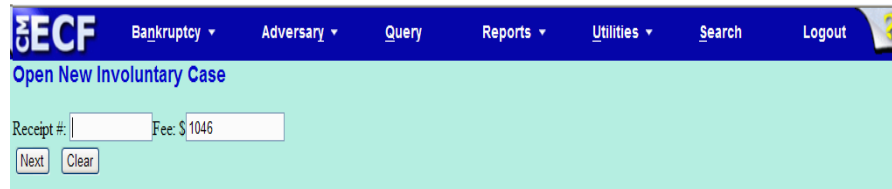


Figure 18

- ◆ Leave the Receipt number field **BLANK**. You will be prompted to pay the filing fee for the involuntary case after you receive the Notice of Electronic Filing.
- ◆ Click **[Next]** to continue.
- ◆ Click **[Next]** again to continue

STEP 19 The **FINAL DOCKET TEXT** screen appears. (See Figure 19.)

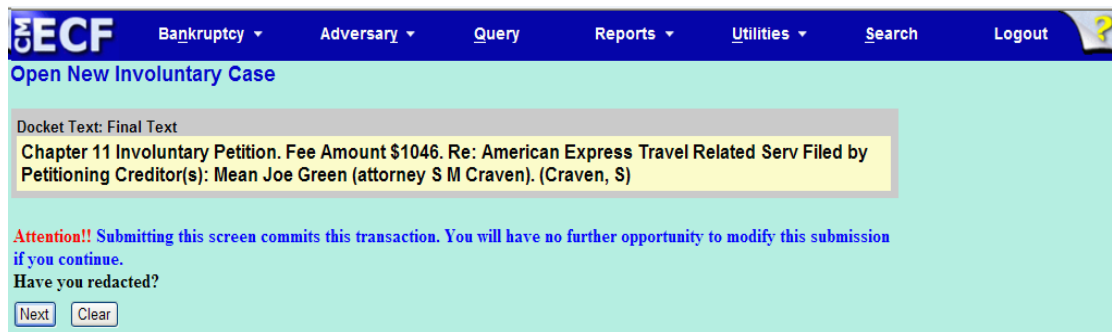
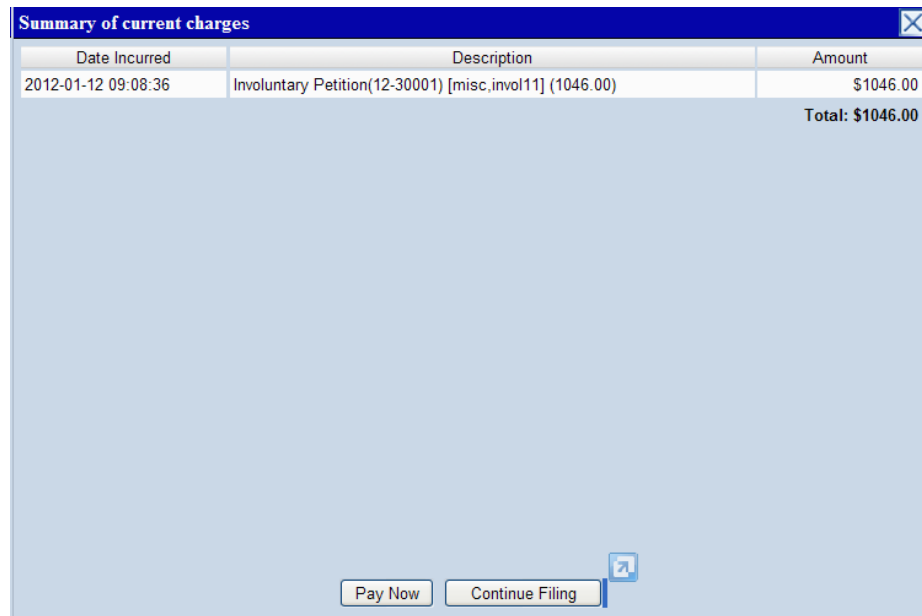


Figure 19

- ◆ **Proof this screen carefully!** This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event.

- ◆ To abort or restart the transaction, click on the [Bankruptcy](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ The case number will now be assigned. Click **[Next]** to continue.

STEP 20 The Internet Payment screen will be displayed. (See **Figure 20**). You will be given the opportunity to either pay your fees now by clicking on the Pay Now button, or to continue filing and pay all of the days outstanding fees at the end of the day by clicking on the Continue Filing option. Refer to the On-Line Credit Card manual for more information on paying your fees on-line.



Date Incurred	Description	Amount
2012-01-12 09:08:36	Involuntary Petition(12-30001) [misc.invol11] (1046.00)	\$1046.00
		Total: \$1046.00

Pay Now Continue Filing

Figure 20

- STEP 21** The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 21).
- ◆ This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.
 - ◆ Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, [12-30001](#), will display the docket report for this case.
 - ◆ Clicking on the document number hyperlink [1](#), will display the PDF image of the involuntary petition just filed.



Figure 21

- ◆ The [Notice of Bankruptcy Case Filing](#) hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.

NOTE: You must enter your PACER login and password to view any documents or reports and to perform any queries.

- STEP 22** If you click on the [Notice of Bankruptcy Case Filing](#) hyperlink at the top of the Notice of Electronic Filing, the Notice of Involuntary Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. **(See Figure 22)**

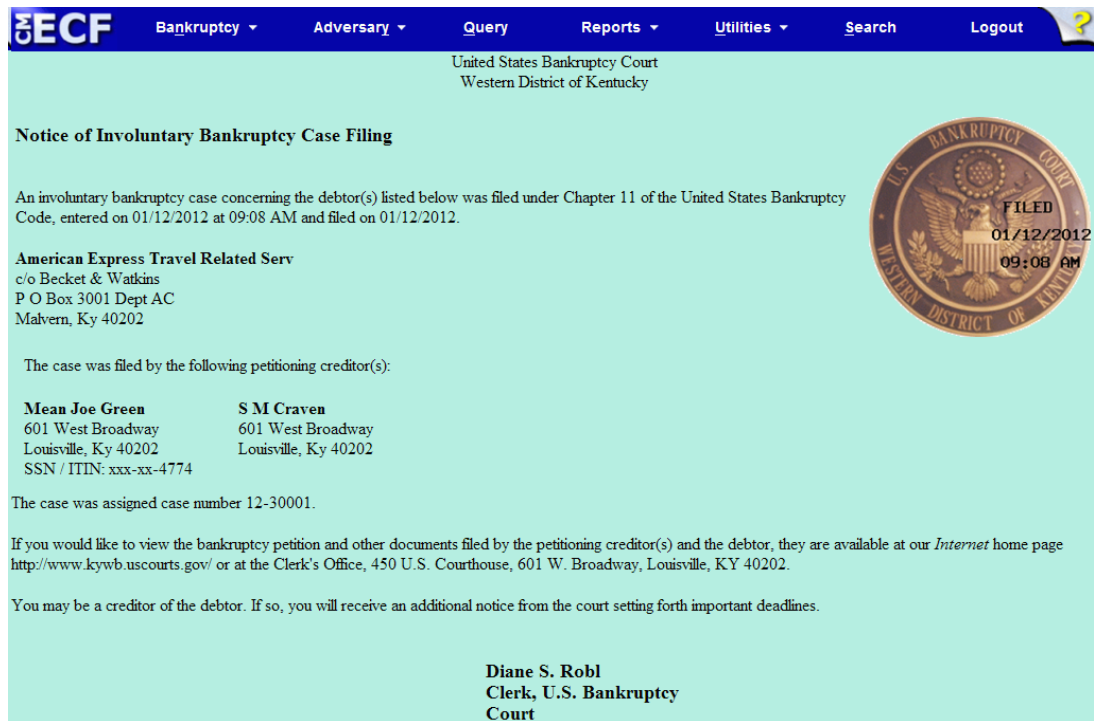


Figure 22

- ◆ This certification was created in addition to the initial notice of filing. It also displays the involuntary debtor(s), petitioning creditor(s), case number, time, and filed date of the involuntary case opening information. It may be saved or printed at the time of filing.
- ◆ The Notice of Involuntary Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.
- ◆ To print a copy of this notice, click the browser **[Print]** button or icon.

- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

NOTE: If this case had been opened by the court, the time stamp would not appear on the seal. It appears only for cases opened electronically by non-court users.