

Involuntary Petition

STEP 1. Click on **Bankruptcy** on the ECF Main Menu Bar.

STEP 2. Click on **Open Involuntary Case**.

STEP 3. **Open Involuntary Case** screen displays.

- Case type:** Will stay bk.
- Date filed:** Defaults to current date.
- Chapter:** Select **7** or **11**.
- Joint Petition:** Will stay n.
- Click **Next**.

STEP 4. The **Search for a debtor** screen displays.

- Search for any previous filings by the debtor by entering the Debtor's Social Security Number, Tax ID Number or debtor's last/business name.
- Click **Search**.
- A drop-down box will display if the search criteria matched a previous bankruptcy filing.
- If the debtor is listed, click on the debtor's name.
- Confirm the information in the pop-up matches 100% (first, middle, last name; address; county).
- If there is an **exact** match, click **Select name from list**.
- If there is no match OR the retrieved information doesn't match exactly, click **Create New Party**.

STEP 5. The **Debtor Information** screen displays.

- Enter all available debtor information.

- Add all attorney, alias and corporate parents information available before clicking the submit button.
- Click **Submit**.

STEP 6. The **Search for a petitioning creditor** screen displays.

- Search for any previous filings by the creditor by entering the creditor's Social Security Number, Tax ID Number or debtor's last/business name.
- Click **Search**.
- A drop-down box will display if the search criteria matched a previous bankruptcy filing.
- If the creditor is listed, click on the creditor's name.
- Confirm the information in the pop-up matches 100% (first, middle, last name; address; county).
- If there is an **exact** match, click **Select name from list**.
- If there is no match OR the retrieved information doesn't match exactly, click **Create New Party**.

STEP 7. The **Petitioning Creditor Information** screen displays.

- Enter all petitioning creditor information.
- Add all attorney, alias and corporate parents before clicking the submit button.
- Click **Submit**.

STEP 8. The **Search for a petitioning creditor** screen displays again.

- Enter search information until all petitioning creditors have been entered.
- Click **End petitioning creditor selection**.

STEP 9. The **Divisional Office** will appear based on the county code (county entered for the debtor).

- Confirm correct divisional office.
- Click **Next**.

STEP 10. Open Involuntary Case screen displays.

- Select **Type of debtor**.
- Select **Fee status**: Accept the default of **Paid**.
- Select **Nature of debt**: Select **consumer** or **business**.
- If **business** selected, select the **Nature of business**.
- Click **Next**.

STEP 11. Open Involuntary Case screen displays.

- Date document filed** (mandatory) defaults to current date.
- Fee** defaults to current filing fee.
- Click **Browse** to select the appropriate pdf.
- Click **Next**.

STEP 12. The Docket Text: Final Text screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 13. Over the top of the **Notice of Electronic Filing** screen, the **Electronic Payment** screen will display.

- Click **Pay Now** to pay all fees due to court.
- Click **Continue Filing** to file another case or document.
- The **Notice of Electronic Filing** screen displays with the case number assigned.