

Case Upload

Case Upload is a software program, provided by a variety of vendors, which interacts with ECF to populate the necessary debtor information fields in the Court's database without the necessity of keying in the information. It also automatically uploads the creditors and enters on the docket the voluntary petition, certificate of credit counseling, and, if a Chapter 12 or 13, the plan.

NOTES:

1. Form #B21 is not required for electronically filed petitions.
2. Per G.O. #05-1, any petition which includes a rent deposit in an attempt to cure a monetary default per §362(l) must be filed in paper. The rent deposit must be in the form of a cashier's check or money order made payable to the landlord, and include an envelope addressed to the landlord.
3. Per G.O. #05-1, do not file payment advices with the court. Serve them on the U.S. Trustee.

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

STEP 2. Click on **Case Upload**.

STEP 3. The **Open New Bankruptcy Case** screen displays.

- In the first field (**Enter the name of the case file**; Example: c:Debtor.txt), click **Browse** to select the appropriate .txt document to attach.

This is the case data file in .txt format produced by your petition software.

- In the second field (**Enter the name of the petition file**; Example: c:Petition.pdf), click **Browse** to select the appropriate .pdf document to attach.

- In the third field (**Enter the name of the matrix file**; Example: c:Creditor.txt), click **Browse** to select the appropriate .txt document to attach.

- In the fourth field (**Enter the name of the Chap13 or Chap12 Plan file**; Example: c:Plan.pdf), click **Browse** to select the appropriate .pdf document to attach.

This is only applicable for Chapter 12 and 13 bankruptcies.

- In the fifth field (**Enter the name of the Certificate of Credit Counseling file**; Example: c:CCC.pdf), click **Browse** to select the appropriate .pdf document to attach.

STEP 4. A Reminder/Fee screen displays. If paying in installments, enter the amount of the fee to be paid. If filing a Chapter 7 or 11 and the debtor is a health care business, a deadline appears for the appointment of patient care ombudsman.

Click **Next**.

STEP 5. The **Notice of Bankruptcy Case filing** screen displays.

Note Case Number provided.

STEP 6. The **Electronic Payment** window displays.

Click **Pay Now** to pay all fees due to the court.

Click **Continue Filing** to continue filing new cases.

STEP 7. File other documents associated with the Petition. Some examples follow.

Chapter 7 Petitions:

1. Exhibit D - new form required on and after 10/16/06 for all individual debtors. Exhibit D should be filed as part of the petition. Certificate re: Credit Counseling Briefing is docketed separately (see #6. below).
2. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.
3. If applying to waive the filing fee, file Official Form #3B (Waiver of the Chapter 7 Filing Fee) and any supporting documents in a single pdf. The event is Bankruptcy - Motions/Applications - Waive Chapter 7 Filing Fee.
4. If the debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: Bankruptcy - Miscellaneous - Corporate Ownership Statement.
5. If the debtor is an individual, file Official Form #B22A using the following event: Bankruptcy - Miscellaneous - Chapter 7 Means Test. Do not file supporting documents or payment advices with the court. Send a copy to the U.S. Trustee and take a copy to the 341(a) Meeting.
6. File the Certificate re: Credit Counseling Briefing using the event: Bankruptcy - Miscellaneous - Certificate of Credit Counseling.
7. If the debtor is seeking an extension of time for or exemption from Credit Counseling, file LBF #100.3. The event is Bankruptcy - Motions/Applications - Extend Time for Credit Counseling **or** Exemption

from Credit Counseling. File any document relating to exigent circumstances using the event Bankruptcy - Miscellaneous - Exigent Circumstances re: Credit Counseling.

☐ **Chapter 11 Petitions:**

1. Exhibit D - new form required on and after 10/16/06 for all individual debtors. Exhibit D should be filed as part of the petition. Certificate re: Credit Counseling Briefing is docketed separately (see #6. below).
2. The List of 20 Largest Unsecured Creditors is filed **as part** of the Petition, at the very end. Include a Certificate of Service indicating that a copy of the List of 20 Largest Unsecured Creditors and the necessary pre-addressed, stamped envelopes were delivered to the Office of the U.S. Trustee.
3. If the debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: Bankruptcy - Miscellaneous - Corporate Ownership Statement.
4. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.
5. If debtor is an individual, file Official Form #B22B using the following event: Miscellaneous - Chapter 11 Statement of Current Monthly Income. Do not file supporting documents or payment advices with the court. Send a copy to U.S. Trustee and take a copy to the 341(a) Meeting.
6. File the Certificate re: Credit Counseling Briefing using the event: Bankruptcy - Miscellaneous - Certificate of Credit Counseling.
7. If Small Business is selected: File the following using events in the Miscellaneous category: Balance Sheet; Statement of Operations; Cash Flow Statement; Tax Documents – or Statement No Documents Re 1116 Filed or Prepared.

☐ **Chapter 12 Petitions:**

1. Exhibit D - new form required on and after 10/16/06 for all individual debtors. Exhibit D should be filed as part of the petition. Certificate re: Credit Counseling Briefing is docketed separately (see #6. below).
2. File LBF #1200.05 (Chapter 12 Plan). The event is: Bankruptcy - Plan - Chapter 12 Plan.

3. If the debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: Bankruptcy - Miscellaneous - Corporate Ownership Statement.
4. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.
5. File LBF #1340. The event is: Bankruptcy- Miscellaneous- Certification Re: Tax Returns.
6. If debtor is an individual, file the Certificate re: Credit Counseling Briefing using the event: Bankruptcy - Miscellaneous - Certificate of Credit Counseling.

□ **Chapter 13 Petitions:**

1. Exhibit D - new form required on and after 10/16/06 for all individual debtors. Exhibit D should be filed as part of the petition. Certificate re: Credit Counseling Briefing is docketed separately (see #6. below).
2. File LBF #1305 (Attorney's Disclosure of Compensation). The event is: Bankruptcy - Miscellaneous - Attorney Disclosure of Compensation.
3. File LBF #1300.05 (Chapter 13 Plan). The event is: Bankruptcy - Plan - Chapter 13 Plan.
4. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.
5. If the debtor is an individual, file Official Form #B22C using the following event: Miscellaneous - Chapter 13 Statement of Current Monthly and Disposable Income. Do not file supporting documents or payment advices with the court. Send a copy to the case trustee and take a copy to the 341(a) Meeting.
6. If debtor is an individual, file the Certificate re: Credit Counseling Briefing using the event: Bankruptcy - Miscellaneous - Certificate of Credit Counseling.
7. If the debtor is seeking an extension of time for or exemption from credit counseling question, file LBF #100.3 using: Bankruptcy - Motions/Applications - Extend Time for Credit Counseling **or** Exemption from Credit Counseling. File any document relating to exigent circumstances using the event Bankruptcy - Miscellaneous - Exigent Circumstances re: Credit Counseling.

STEP 8. Assign the Judge/Trustee.

NOTE: This step must only be done AFTER all related case opening documents, that are going to be filed at the time of opening, have been filed (e.g., LBF #1305 (Attorney's Disclosure of Compensation); etc.).

- This may be done after the entry of multiple cases. This will help keep the 341(a) Meeting of Creditors together.
- Click on **Bankruptcy** on the ECF Main Menu Bar.
- Click on **Judge/Trustee Assignment**.
- The 341(a) Meeting of Creditors will be set and the Judge and Trustee will be assigned.

NOTE: The system will only assign a Trustee and 341(a) Meeting of Creditors date for Chapters 7 and 13. The Court will send notice for Chapters 11 and 12 341(a) Meeting of Creditors and trustee assignment.

NOTE: If filing a minimum petition, remember to file the missing/deficient documents. Many of them, including those for which no separate event is listed above (e.g., schedules, exhibits to the petition, Statement of Intent, Statement of Financial Affairs and Unsworn Declaration, etc.), are filed using the event Bankruptcy - Miscellaneous - Missing Documents Filed. See separate procedure.