

Case Upload

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

NOTES:

1. Per LBR 9037-1(a), OF 121 *Statement About Your Social Security Numbers* must not be filed with an electronically filed voluntary petition (if Individual debtor).
2. Per LBR 4001-1(f), a debtor's petition accompanied by a deposit of rent under §362(l) must be filed in paper. The deposit must be submitted only in the form of a cashier's check or money order made payable to the landlord, and an envelope addressed to the landlord should be included.
3. Per LBR 1007-1(c), do not file payment advices with the court. Deliver them to the U.S. Trustee (Ch 7, 11); or, to the case trustee (Ch 12, 13). Also bring them to the 341(a) Meeting.
4. For court preferences on data entry, please see *Style Guide* on the court's website at www.orb.uscourts.gov, under Electronic Filing> ECF Procedures> General.
5. The petition documents should be filed in a single pdf in the following order: **Petition**; **Exhibit D-1, Exhibit D-2** [Ch 12, 13, when necessary]; **Attorney's Disclosure Statement** [Ch 7, 11, 12]; **Individual Debtor's Statement of Intent** [Ch 7]; **Summary of Assets & Liabilities**; **Schedules A-J** [Schedules C, I and J not required for Non-Individual debtor]; **Declaration to Schedules**; **Statement of Financial Affairs**; **List of Creditors Who Have the 20 Largest Unsecured Claims with Certificate of Service** indicating that a copy of same and self-adhesive labels were provided to the U.S. Trustee [Ch 11]; **OF 201A Attachment to Voluntary Petition** [Ch 11 if Non-Individual debtor files Periodic Reports].
6. The following documents should be filed separately, as applicable: **Statement About Your Social Security Numbers** [if Individual Debtor, any Chapter]; **Corporate Ownership Statement** [Ch 7, 11, 12] [if non-governmental corporation]; **Certificate of Credit Counseling Briefing** [if Individual debtor]; **Individual Debtor's Application to Pay Filing Fees in Installments**; **Application to Have the Ch 7 Filing Fee Waived** [Ch 7] [if Individual debtor]; **Chapter 12 Plan** [Ch 12]; **Chapter 13 Plan** [Ch 13]; **Debtor's Attorney's Disclosure of Compensation** [Ch 13]; **Statement of Current Monthly Income** (and any related 122-series forms) [Ch 7, 11, 13] [if Individual debtor]; **Motion for Extension/Exemption re Credit Counseling/Financial Management Course** [if Individual debtor]; **Small Business documents** [Ch 11] [if small business debtor]; **Electronic Filing Declaration**.

- STEP 1.** Click **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click **CaseUpload**.
- STEP 3.** **Open New Bankruptcy Case** screen displays.
- Case information** field. This is the case data file in .txt format produced by the petition software. Click **Browse** to select the appropriate .txt document to attach.
 - Petition** field. This .pdf document consists of the petition documents (see NOTES, Item 5, on Pg 1 for order of petition documents). Click **Browse** to select the appropriate .pdf document to attach.
 - List of creditors** field. Click **Browse** to select the appropriate .txt document to attach.
 - Chapter 13 Plan** field. This is applicable to Ch 13 only. Click **Browse** to select the appropriate .pdf document to attach.
 - Certificate of Credit Counseling** field. This is applicable if debtor is an Individual. Click **Browse** to select the appropriate .pdf document to attach.
 - Electronic Filing Declaration** field. Pursuant to LBR 5005-4(e), debtor's attorneys have the option of keeping scanned replicas rather than paper originals of FRBP 1008 documents. When choosing this option, a scanned, signed original of LBF 5005 must be filed and the debtor's attorney must retain the original in paper. If applicable, click **Browse** to select the appropriate .pdf document to attach.
 - OF 121 Social Security Number** field. This is applicable if debtor is an Individual. Click **Browse** to select the appropriate .pdf document to attach.
- STEP 4.** Click **Next**.
- STEP 5.** **Reminders**, according to the type of case being filed, may display along with the required fee amount.
- A **Fee** section may also display here (or, on the next screen in some cases). If paying the filing fee in installments, enter the amount of the fee to be paid. **NOTE:** if filing a Ch 11 or Ch 13 with installment application the minimum payment required by LBF 110 is required at time of filing.
 - Click **Next**. A screen may display a deadline if filing a Ch 11 case, Ch 12 case or a Small Business case.
- STEP 6.** If any filing fees are due, a separate window, the Electronic Payment screen ("**Summary of current charges**"), pops up over the **Notice of Bankruptcy Case Filing** screen.
- Click **Pay Now** to pay all fees due to the court, or click **Continue Filing** to file another case or document.

- Note the Bankruptcy Case Number.

STEP 7. File other documents, as applicable, associated with the Petition.

- Chapter 7 Petitions:**

- a. If debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: **Bankruptcy> Miscellaneous> Corporate Ownership Statement.**
- b. 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.**
- c. If debtor is an Individual, and if applying to waive the filing fee, file OF 103B *Application to Have the Chapter 7 Filing Fee Waived* and any supporting documents in a single pdf. The event is **Bankruptcy> Motions/Applications> Have the Chapter 7 Filing Fee Waived.**
- d. If debtor is an Individual, file OF 122A-1 *Statement of Current Monthly Income* (and, if necessary, OF 122A-1Supp *Statement of Exemption from Presumption of Abuse*) in one pdf using the following event: **Bankruptcy> Miscellaneous> Chapter 7 Statements-Monthly Income/Exemption Presumption of Abuse.** If necessary, file OF 122A-2 *Chapter 7 Means Test Calculation* using event: **Bankruptcy> Miscellaneous> Chapter 7 Means Test Calculation.**

NOTE: Do not file supporting documents (or payment advices) with the Court; instead, send a copy to the U.S. Trustee and take a copy to the 341(a) Meeting.

- e. If debtor is an Individual and is seeking an extension of time for, or an exemption from, Credit Counseling, file LBF 100.3 *Motion for Extension/Exemption re Credit Counseling/Financial Management Course*. The event is **Bankruptcy> Motions/Applications>** [choose the appropriate request(s)] **Extend Time for Credit Counseling or Exemption from Credit Counseling or Exemption from Financial Management Course.** File any document relating to exigent circumstances using the event **Bankruptcy> Miscellaneous> Exigent Circumstances re: Credit Counseling.**
- f. Proceed to **STEP 8** below to assign the judge, trustee and 341(a) meeting of creditors date.

- Chapter 11 Petitions:**

- a. If debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: **Bankruptcy> Miscellaneous> Corporate Ownership Statement.**

- b. If debtor is an Individual, and 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**. **NOTE:** For Ch 11 with installment application, the minimum payment required by LBF 110 is required at time of filing.
- c. If debtor is an Individual, file OF 122B *Statement of Current Monthly Income* using the following event: **Miscellaneous> Chapter 11 Statement of Current Monthly Income**.
- d. If debtor is an Individual and is seeking an extension of time for, or an exemption from, Credit Counseling, file LBF 100.3 *Motion for Extension/Exemption re Credit Counseling/Financial Management Course*. The event is **Bankruptcy> Motions/Applications>** [choose the appropriate request(s)] **Extend Time for Credit Counseling or Exemption from Credit Counseling or Exemption from Financial Management Course**. File any document relating to exigent circumstances using the event **Bankruptcy> Miscellaneous> Exigent Circumstances re: Credit Counseling**.
- e. If Small Business is selected: File the following documents using events in the **Bankruptcy> Miscellaneous** category: Balance Sheet; Statement of Operations; Cash Flow Statement; Tax Documents – or Statement No Documents Re 1116 Filed or Prepared.
- f. **NOTE:** Do not file payment advices with the Court; instead, send a copy to the case trustee and take a copy to the 341(a) Meeting.
- g. Proceed to **STEP 8** below to assign the judge. The 341(a) meeting of creditors (and any trustee) will be set at a later date.

Chapter 12 Petitions:

- a. If debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: **Bankruptcy> Miscellaneous> Corporate Ownership Statement**.
- b. File LBF 1200.05 *Chapter 12 Plan*. The event is: **Bankruptcy> Plan> Chapter 12 Plan**.
- c. If debtor is an Individual, and 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**.
- d. If debtor is an Individual and is seeking an extension of time for, or an exemption from, Credit Counseling, file LBF 100.3 *Motion for Extension/Exemption re Credit Counseling/Financial Management Course*. The event is **Bankruptcy> Motions/Applications>** [choose the appropriate request(s)] **Extend Time for Credit Counseling or Exemption from Credit Counseling or Exemption from Financial Management Course**.

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

- e. Proceed to **STEP 8** below to assign the judge and trustee. The 341(a) meeting of creditors will be set at a later date.

□ **Chapter 13 Petitions:**

- a. File LBF 1305 *Debtor's Attorney's Disclosure of Compensation*. The event is: **Bankruptcy> Miscellaneous> Attorney Disclosure of Compensation**.
- b. If not already filed during Case Upload, file LBF 1300.17 *Chapter 13 Plan*. The event is: **Bankruptcy> Plan> Chapter 13 Plan**.
- c. 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**. **NOTE:** If Ch 13 with installment application, the minimum payment required by LBF 110 is required at time of filing.
- d. File OF 122C-1 *Statement of Current Monthly Income* using the following event: **Miscellaneous> Chpt 13 Stmt of Current Monthly Income/ Calculation of Commitment Period**. If necessary, file OF 122C-2 *Calculation of Your Disposable Income* using the following event: **Bankruptcy> Miscellaneous> Chpt 13 Calculation of Your Disposable Income**.

NOTE: Do not file supporting documents (or payment advices) with the Court; instead, send a copy to the case trustee and take a copy to the 341(a) Meeting.
- e. If debtor is seeking an extension of time for, or an exemption from, Credit Counseling, file LBF 100.3 *Motion for Extension/Exemption re Credit Counseling/Financial Management Course*. The event is **Bankruptcy> Motions/Applications> [choose the appropriate request(s)] Extend Time for Credit Counseling or Exemption from Credit Counseling or Exemption from Financial Management Course**. File any document relating to exigent circumstances using the event **Bankruptcy> Miscellaneous> Exigent Circumstances re: Credit Counseling**.
- f. Proceed to **STEP 8** below to assign the judge, trustee, and 341(a) meeting of creditors date.

STEP 8. Assign the Judge/Trustee/341(a) Meeting of Creditors Date.

NOTE: This STEP must only be done after all documents accompanying the petition have been filed (such as LBF 1305 *Debtor's Attorney's Disclosure of Compensation*).

- ❑ This STEP may be done after the entry of multiple cases.
- ❑ Click **Bankruptcy** on the ECF Main Menu Bar.
- ❑ Click **Judge/Trustee Assignment**.

NOTE: For Ch 7 and Ch 13, the judge and trustee will be assigned, as will the 341(a) meeting of creditors date. A confirmation hearing date will also be assigned for Ch 13.

Ch 12 cases will be assigned judge and trustee. Ch 11 cases will be assigned a judge; any trustee will be assigned at a later date. For both Ch 11 and Ch 12, the 341(a) meeting of creditors will be set at a later date.

NOTE: If filing a minimum petition, the Court will enter the Order to File Documents. Many of them, including those for which no separate event is listed above (e.g., Schedules, Statement of Intent, Statement of Financial Affairs), are filed using the event **Bankruptcy> Miscellaneous> Missing Documents Filed**. *See separate procedure "Missing Documents Filed"*.