CHECKLIST FOR "OPEN A BK CASE"

1. _________ Prepare Voluntary Petition. Check for required signatures - /s/ followed by the typed name or scanned signatures of debtor/joint debtor and attorney on all documents.

2. _________ Save Voluntary Petition as a .pdf (verify image is correct and in .pdf format).

3. _________ File the Voluntary Petition (Open A BK Case).

4. _________ Prepare Creditor Matrix and save as .txt file. Refer to on-line documentation for instructions and additional requirements for the creditor matrix.

5. _________ Upload Creditors (Creditor Maintenance / Upload a Creditor Matrix).

6. _________ Prepare Plan (if Chapter 13). Save as a .pdf. File the Plan. (Use Plan event).

7. _________ Prepare B121 Form. Save as a pdf. This document must be *filed separately* when a new petition is filed.

8. _________ File B121 Form (Bankruptcy / Other / Social Security Number (B121) or Tax Identification Number (B121).

9. _________ Prepare Application To Pay Filing Fee In Installment if appropriate. Save as pdf.

10. _________ File the Application to Pay Filing Fee In Installments.

11. _________ Prepare Appointment Rejection if applicable. Save as .pdf. File in CM/ECF.

12. _________ File the appropriate Statement of Current Monthly Income - 122A(Chapter 7), 122B(Chapter 11) or 122C(Chapter 13).

13. _________ File the debtor's Employee Income Records (individual debtors only).

14. _________ File a Certificate of Credit Counseling or Certificate of Exigent Circumstances.

15. __________ *If debtor elects to receive electronic notification of documents, file Waiver of Paper Notification and Consent to Receive Notification Via Email.

* The Certificate of Financial Management Course Completion must be filed prior to discharge.

4.2 **BANKRUPTCY CASE OPENING**

NOTE: When applicable, separate submissions must be made to file each of the following:

- A ".txt" file of the Creditor Matrix (without debtor's verification)
- Application To Pay Filing Fee In Installments
- Proposed Order on Application To Pay Filing Fee In Installments
- Chapter 13 Plan
- Appointment Rejection (use in case of possible trustee conflict)
- B121 Statement (Social Security Number B121 or Tax Identification Number B121)
- Credit Counseling Certificate

Please **DO** include the creditor matrix along with the debtor's verification of the matrix.

If you use vendor software that automatically uploads your new cases to the court's system, be sure the software is correctly configured to match the division assignments per county as applied by this court.

Step 1 - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.

Step 2 - The BANKRUPTCY EVENTS screen displays.

Click on **Open a BK** Case hyperlink.
For further information on each of these categories, click the (Help ) icon.

Step 3 - The CASE DATA screen displays. Use drop-down boxes and pick lists to change data as appropriate.

The default value for Case Type is bk and cannot be changed.
The default for Date filed is the current date and cannot be changed.
Select the Chapter from the pick list.
The default value for a joint petition is "n", for an individual petition leave default at "n". For a joint petition select "y".

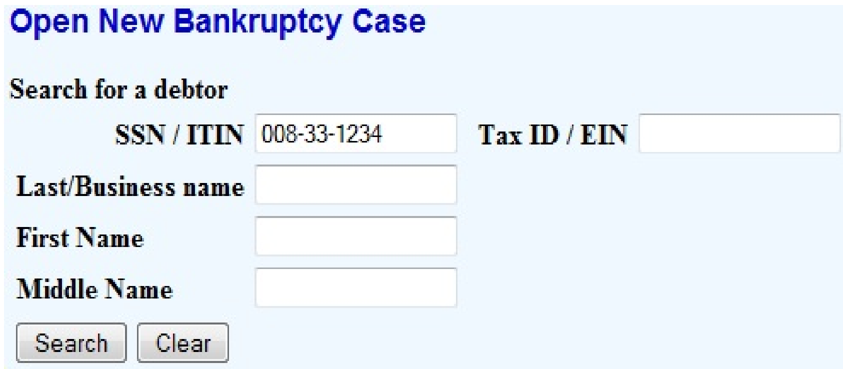
Deficiencies:
The default value for deficiencies is "n". Set deficiencies appropriately as specified by the chart below:

Chapter	Petition Complete/Incomplete	Deficiencies y or n
Chapter 7, 11, 12, 13*	All Schedules & Statements Complete	n
Chapter 7, 11, 12, 13	Incomplete Schedules & Statements	y
Chapter 11	Plan & Disclosure Statement Only Missing	n
Chapter 12	Plan Only Missing	n
Chapter 13*	Plan Only Missing	y

Appropriate deadlines will be set later during Step 17.

Click the [Next] button.

Step 4 - The SEARCH FOR A DEBTOR screen displays.



Before adding a debtor, a search of the database for the party must be performed. A search may be performed by SSN, Tax ID Number or any combination of Last/Business name, first, and middle name. At a minimum, either the Last/Business name field or SSN or Tax ID fields are required and a minimum of two characters are required in the Last/Business name field. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the Last/Business name field.

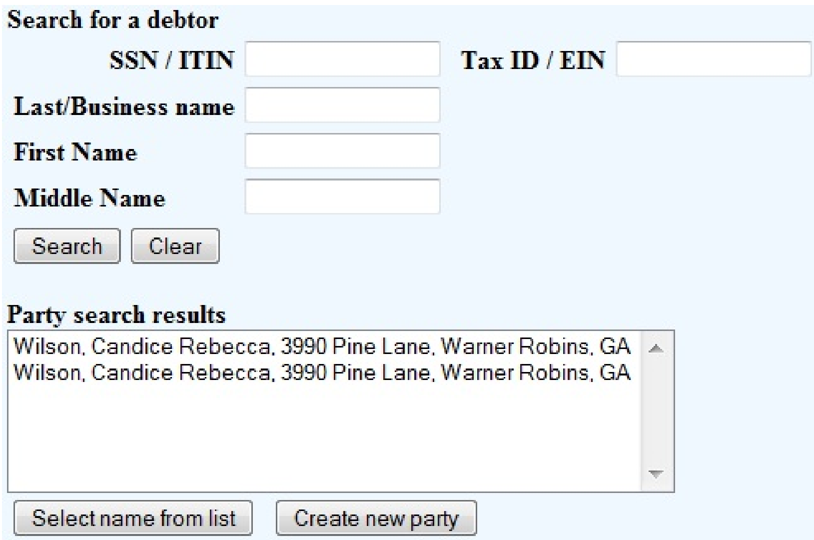
Enter the debtor's search data and click the [Search] button.

Search Hints:
Enter one field of data for each search. Format Social Security Number or Tax ID with hyphens. Use upper and lower case and include punctuation. (O'Brien)

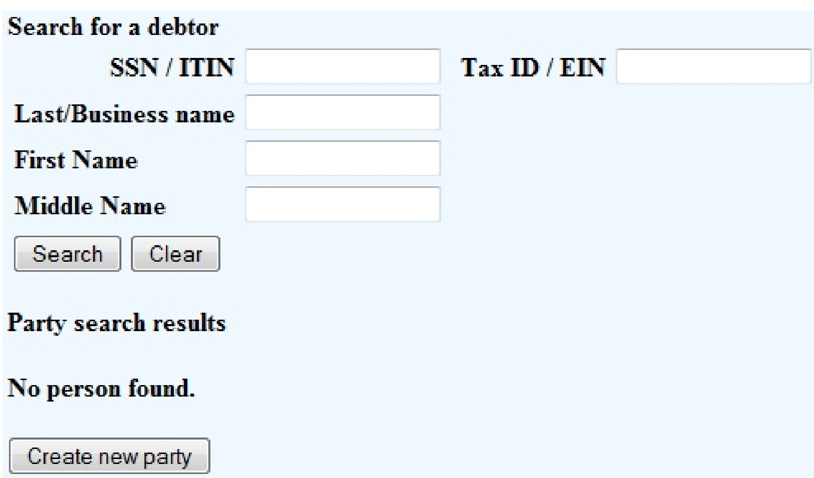
Partial names can be entered.
Wild cards (*) are not required at the end of search strings.

NOTE: Refer to on-line instructions regarding Adding Parties for more detailed instructions on searching and adding a party in CM/ECF.

Step 5 - If the system finds a match, a pick list will appear and you can highlight to "select name from list"   A "pop up" box will appear with the complete address information as it is in the database. Verify that the information is correct before selecting.

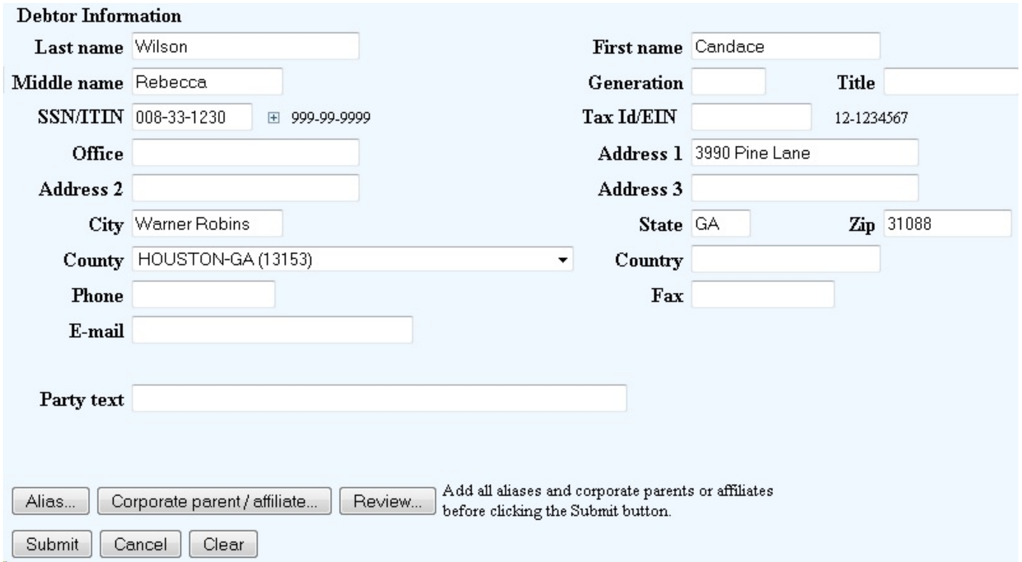


If there are no matches, the system will return a No Person Found message.
If available information is incorrect or if the debtor is not in the database, proceed to create new party.



Click the [Create New Party] button.

Step 6 - The DEBTOR INFORMATION screen displays.



Enter debtor Name and Address information in the appropriate fields.

Be sure to put a period after any initial and to include any generation information.

Be sure to begin the debtor's address at the "Address 1" field.

Type in City, State and Zip.

From the County pick list, select the debtor's county of residence where the debtor has resided for the greater part of the past 180 days, regardless of what their current address is. All counties in the state of Georgia are listed. If you use vendor software that automatically uploads your new cases to the court's system, be sure the software is correctly configured to match the division assignments per county as applied by this court. The county of residence you choose should agree with the county of residence shown on the petition. Refer to Judicial Code 28 U.S.C. §1408 regarding case venue.

NOTE: Type the first letter of the county name for a faster search. Continue to type to locate your selection or use the scroll bar to locate the debtor's county of residence.

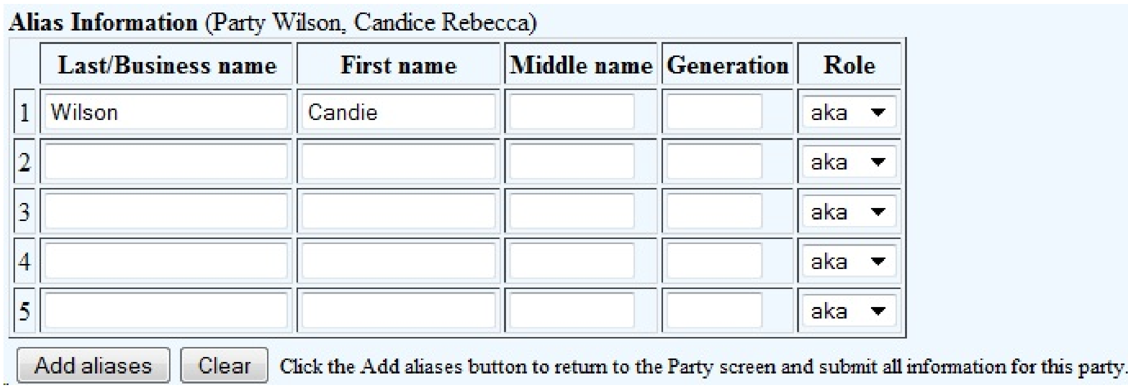
Do not include telephone number (unless pro se)

If Debtor consents to electronic notification, enter e-mail address for the debtor.

Enter further descriptive text in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)

Step 7 - If the party has an alias, click the [Alias] button.

Step 8 - The ALIAS screen appears.


Alias Information (Party Wilson, Candice Rebecca)

	Last/Business name	First name	Middle name	Generation	Role
1	Wilson	Candie			aka
2					aka
3					aka
4					aka
5					aka

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

You can enter 5 alias records at a time. Alias Role selections include aka, dba, fdba, fka.

Click the [Add aliases] button.

Repeat Step 7 and Step 8 as many times as necessary to enter all alias records for your party.

Step 9 - The DEBTOR INFORMATION screen appears once more (see illustration on page 6).

Clicking on the [Review] button presents a screen summarizing the information entered for this debtor. This gives you an opportunity to QC the debtor information provided so far.


Review attorneys, aliases, corporate parents or affiliates
Candice Rebecca Wilson

Uncheck to remove from list

Attorneys added:
Jones, J.
430 Skyview Lane
Orbit City, GA 31201

Aliases added:
☑ Wilson, Candie (aka)

Corporate parents / affiliates added:

None added.

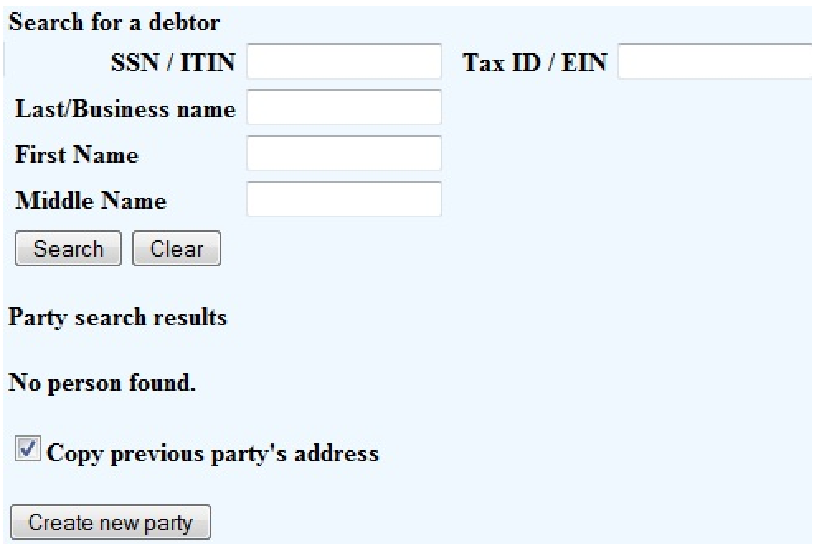
Return to Party screen | Clear

Verify the information. Be cautious of the [Clear] button. You could accidentally delete information. After your review of the information entered for this debtor, Click [Return to Party screen].

Step 10 - The DEBTOR INFORMATION screen will appear again.

If you are finished adding information for this debtor, click [Submit] to continue with case opening.

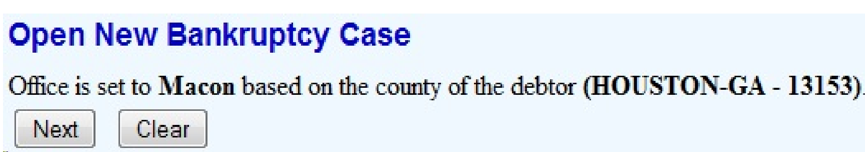
Step 11 - The SEARCH FOR A DEBTOR screen displays again if joint debtor was indicated in Step 3. Repeat Step 4 - Step 10 to enter the joint debtor's information.



Note the default option to "copy previous party's address". If the joint debtor's address is different, deselect this check box.

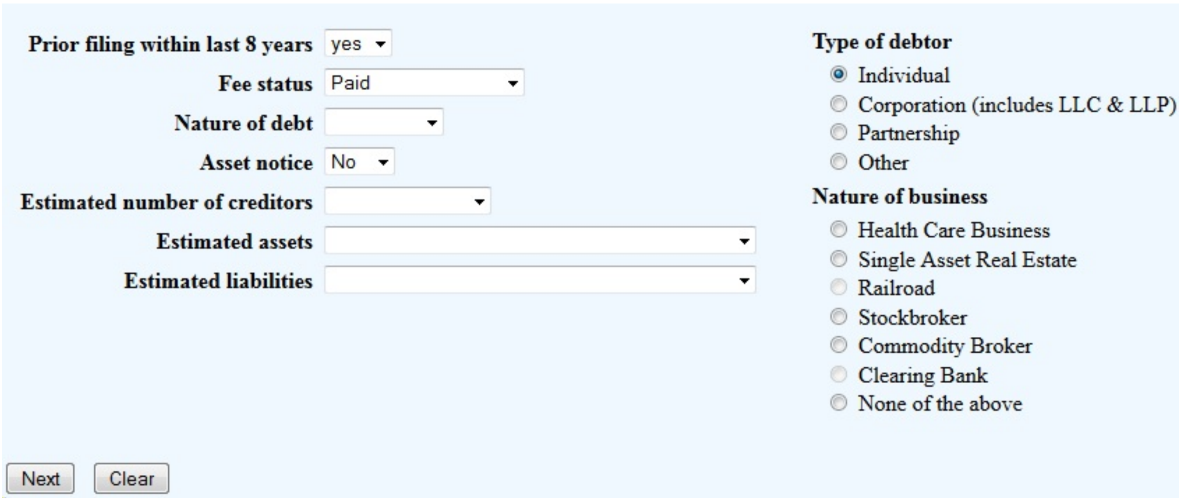
Complete the appropriate fields on the Debtor Information screen. Add alias information for the joint debtor if applicable. Click [Submit] on the debtor information screen when complete.

Step 12 - The DIVISIONAL OFFICE screen is displayed next.



Verify that this defaulted information is correct. If you desire that the case be assigned to a different divisional office, an appropriate Motion must be filed.
Click the [Next] button.

Step 13 - The STATISTICAL DATA screen appears.



If the debtor(s) have a prior filing within the last 8 years, change the default response "no" to "yes".

Choose the appropriate fee status value from the pick list according to the criteria below. Please note that the fee status option you choose here will determine what screen you will see in Step 20.

> **Installment** - choose this option if you will file an Application to Pay the Fees in Installments.
> **Paid** - choose this option if you will pay the fee in full at the time the case is filed.
> ***Fee Not Paid** - do not choose this option during case opening.*
> **IFP Application Filed** - this option is available when filing a chapter 7 case and should be selected if you will file an Application to Proceed In Forma Pauperis.

Choose consumer or business from the pick list for the Nature of debt.

The Asset notice response is assigned automatically by CM/ECF as shown below, depending upon the chapter you indicate in Step 3. Do not change the Asset notice designation.

Chapter 7 = n
Chapter 11 = y
Chapter 12 = y
Chapter 13 = y

Select the range of Estimated number of creditors from the pick list.

Select the correct dollar range for Estimated assets.

Select the correct dollar range for Estimated liabilities.

Select the Type of Debtor. The default response is "individual." If the Nature of debt is business and the type of debtor is corporation, partnership or other, you may change the default response by clicking in the appropriate radio button.

Select the Nature of business if appropriate. If the Nature of debt is business you must also make a selection from the Nature of Business options.

Click the [Next] button.

Step 14 - The SUMMARY OF SCHEDULES screen displays.

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

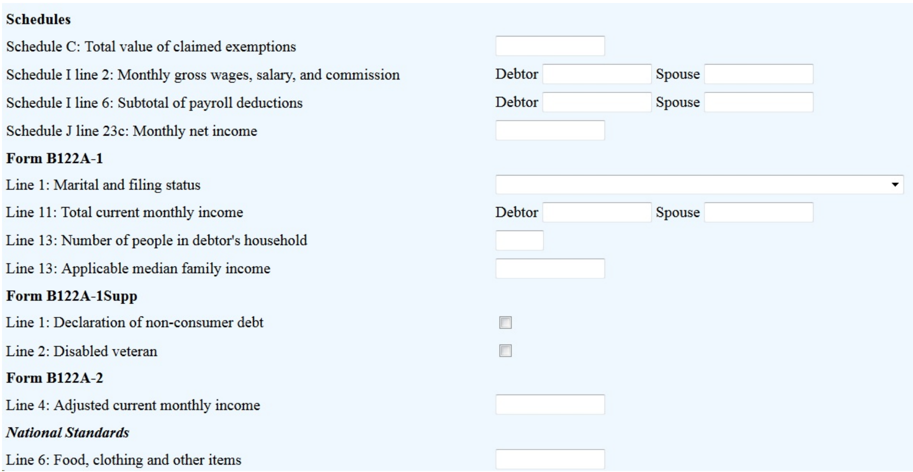
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property			
Schedule A/B - Total Personal Property			
Schedule D - Total Secured Claims			
Schedule E/F - Total Priority Unsecured Claims			
Schedule E/F - Total Nonpriority Unsecured Claims			
Schedule I - Monthly Income			
Schedule J - Monthly Expenses			
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			
Total Nondischargeable Debt (Official Form 106Sum, 9g)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total nondischargeable debt is not known			

Next Clear

Complete the appropriate fields - Do not use dollar signs ($) or commas (,) when completing the fields shown above.

It is very important that you enter a dollar amount *or* 0.0 in all fields when you open a case UNLESS that particular schedule is not included and will be filed at a later date. If the schedule will be filed later you should leave the field blank during case opening. You will be given an opportunity to enter the $ amount when you file the deficient schedule. Completing the Summary of Schedules form is particularly important in the TOTAL Type of Liability field and in Schedules D, and E/F fields. Completing these fields will allow the TOTAL Dischargeable Debt amount to be computed. This, in turn, allows the Court to properly report mandated statistical information to the Administrative Office of the U.S. Courts.
Click the [Next] button.

Step 15 - The SCHEDULES screen appears.



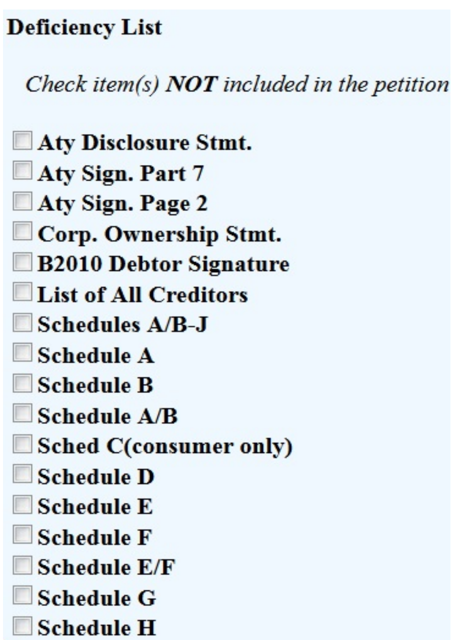
Schedules

Schedule C: Total value of claimed exemptions	
Schedule I line 2: Monthly gross wages, salary, and commission	Debtor Spouse
Schedule I line 6: Subtotal of payroll deductions	Debtor Spouse
Schedule J line 23c: Monthly net income	
Form B122A-1	
Line 1: Marital and filing status	
Line 11: Total current monthly income	Debtor Spouse
Line 13: Number of people in debtor's household	
Line 13: Applicable median family income	
Form B122A-1Supp	
Line 1: Declaration of non-consumer debt	
Line 2: Disabled veteran	
Form B122A-2	
Line 4: Adjusted current monthly income	
National Standards	
Line 6: Food, clothing and other items	

Enter information in the appropriate fields. **Note**: Pictured above is a partial illustration of this screen.

Click the [Next] button.

Step 16 - The DEFICIENCY LIST displays if deficiencies were noted in Step 3.



Deficiency List

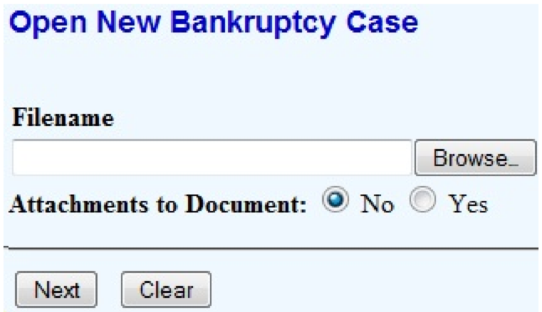
Check item(s) ***NOT*** *included in the petition*

- **Aty Disclosure Stmt.**
- **Aty Sign. Part 7**
- **Aty Sign. Page 2**
- **Corp. Ownership Stmt.**
- **B2010 Debtor Signature**
- **List of All Creditors**
- **Schedules A/B-J**
- **Schedule A**
- **Schedule B**
- **Schedule A/B**
- **Sched C(consumer only)**
- **Schedule D**
- **Schedule E**
- **Schedule F**
- **Schedule E/F**
- **Schedule G**
- **Schedule H**

Indicate items that are not included with this petition by placing a check in the appropriate box. **Note**: Pictured above is a partial illustration of the deficiency list.

Click [Next] button.

Step 17 - The SELECT PDF screen displays.



Click the Browse button to select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see the on-line instructions on How To Convert Documents To PDF.

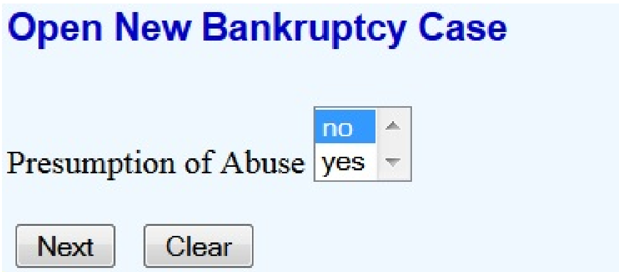
Click the [Next] button.

Step 18 - The INCOMPLETE FILINGS DUE DEADLINE screen appears if deficiencies were indicated in Step 3.

The incomplete filings deadline is calculated and displayed. Accept this deadline. The Court will monitor the deadline for compliance and will verify deficiencies.

Click the [Next] button.

Step 19 - The PRESUMPTION NO/YES screen displays.



Click to highlight the appropriate response. If you are seeking exemption from filing a means test under the National Guard and Reservists Debt Relief Act of 2008 you must also docket the event *Statement of Debtor Temporary Exclusion From Means Test.*

Click the [Next] button.

Step 20 - The FEE NOTIFICATION screen displays.

You will see the above FEE NOTIFICATION screen if you picked the option “Paid” from the Fee Status pick list in Step 13. You will not be able to edit the fee amount.

- If you picked “Paid” from the Fee Status pick list, leave the Receipt # field blank to pay via the internet. You will be prompted for payment information after the case has been opened.

- If you picked “IFP Application Filed” enter NFR in the Receipt # field to indicate that an Application to Proceed In Forma Pauperis will be filed.

Click the [Next] button.

If you picked “Installments” from the Fee Status pick list in Step 13, the following FEE NOTIFICATION screen will appear.

Open New Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments.

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: $ 335

Next Clear

For Installments, leave the Receipt # field blank. In the Fee field, delete the current amount shown and enter the amount to be paid at the time of filing. If no part of the installment payment will be made at the time of filing, enter DEFER in the receipt # field and do not change the amount in the fee amount field. The “DEFER” entry tells the system that the fee will be paid, but at a later date.

Click the [Next] button.

Step 21 - The MODIFY DOCKET TEXT screen displays.

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition for Individuals. . Fee Amount $335 filed by Candice Rebecca Wilson , Benjamin F. Wilson Schedules A/B-J due 03/16/2016. Incomplete Filings due by 03/16/2016.

Next Clear

Enter additional text in text box only if appropriate. Remember that all information placed in text box will display on the Court's official docket.

Click the [Next] button.

Step 22 - The FINAL TEXT screen displays.

Docket Text: Final Text

Chapter 7 Voluntary Petition for Individuals. . Fee Amount $335 filed by Candice Rebecca Wilson, Benjamin F. Wilson Schedules A/B-J due 03/16/2016. Incomplete Filings due by 03/16/2016.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Verify the accuracy of the docket text. This is what will display 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 error to be corrected.
Click the [Next] button.

NOTE: If the [Back] button is used and case information is altered, you must use the [Next] button and re-submit for each screen or the changes will not take effect. In other words, do not use the [Forward] button on the browser if you alter information on a previous screen.

An electronic payment screen similar to the image below will appear. See the on-line instructions for On-Line Credit Card Payments and Pay.gov for additional information.

Summary of current charges

Date Incurred	Description	Amount
2015-03-16 10:16:39	Voluntary Petition (Chapter 7)(15-50015) [misc,volp7] (335.00)	$ 335.00
2015-12-29 13:00:11	Fees Paid (Misc.)(15-50050) [court,recgen] (350.00)	$ 350.00
2016-03-02 13:41:52	Voluntary Petition (Chapter 7)(16-50005) [misc,volp7] (335.00)	$ 335.00
		Total: $1020.00

Pay Now Continue Filing

To pay now, click the [Pay Now] button. To pay later, click the [Continue Filing] button.

Step 23 - The NOTICE OF BANKRUPTCY CASE FILING screen displays.

Notice of Bankruptcy Case Filing

The following transaction was received from J. Jones entered on 3/2/2016 at 1:41 PM EST and filed on 3/2/2016
Case Name: Candice Rebecca Wilson and Benjamin F. Wilson
Case Number: 16-50005
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition for Individuals. . Fee Amount $335 filed by Candice Rebecca Wilson, Benjamin F. Wilson Schedules A/B-J due 03/16/2016. Incomplete Filings due by 03/16/2016.

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Crossword Puzzle.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=970768733 [Date=3/2/2016] [FileNumber=67692-0] [6
2dc55dc7045faa907c0642a75512fbb2b57658e7fc1fef810d4719505fe47af82ff9bf
503594dae7e5bdc545d08510d8948e0f90bf523cd388306801a4cfc1c]]

16-50005 Notice will be electronically mailed to:

The Notice of Bankruptcy Case Filing (partial illustration shown above) 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.

The new bankruptcy case number is found here.

The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink will provide you with a printable notice of the bankruptcy filing. You will be redirected to PACER and will have to login to PACER before you can print the notice.

Step 24 - Proceed to file the B121 Form (do not submit B121 with voluntary petition - it must be submitted and filed separately)

See on-line instructions: Submit Form B121

Step 25 - File the Chapter 13 Plan if appropriate.

Step 26 - Prepare and upload a Creditor Matrix as a ".txt" file. (Do not include the debtor's verification page) See on-line instructions: Creditor Matrix.

Step 27 - File an Application to Pay Filing Fee in Installments, if appropriate. See on-line instructions: Application to Pay Filing Fee in Installments.

Step 28 - If the Debtor wishes to receive electronic notification of documents filed in his/her case, prepare a Waiver of Paper Notification & Consent to Receive Notices Via Email. This form is available on the court's website under the Forms - Local Forms headings. File this form in CM/ECF using the event: Consent to Receive Notices Via Email.

Step 29 - If you also serve the Court as a Trustee, file a Notice of Potential Conflict With Trustee.

Step 30 - File any other documents required by Bankruptcy Rule/Law.