

## ECF CHANGES EFFECTIVE 9/16/06

### Open BK Case (Manual Open)

The manual case open procedure will be basically the same as before the upgrade, there are just a few changes noted in the procedure below:



After clicking on bankruptcy, you must select 'Open a Voluntary BK Case.' (Formerly 'Open a BK Case').

At the next screen, the warning regarding mandatory credit counseling will appear. Click 'Next' at this screen.

A screenshot of the 'Open Voluntary Bankruptcy Case' form. The form has a yellow background and a blue header. It contains several dropdown menus: 'Office' (set to Denver), 'Case type' (set to bk), 'Date filed' (set to 9/9/2006), 'Chapter' (set to 7), and 'Joint Petition' (set to a checked box). There are 'Next' and 'Clear' buttons at the bottom.

The next screen remains unchanged. The 'Office' field is always set to 'Denver' and you will select which chapter and whether or not this is a joint petition.

A screenshot of the 'Open Voluntary Bankruptcy Case' search form. The form has a yellow background and a blue header. It contains input fields for 'SSN' (with the value 789-65-4301), 'Tax Id', 'Last/Business name' (with the value Jones), 'First Name' (with the value James), and 'Middle Name'. There are 'Search' and 'Clear' buttons at the bottom.

The screen used to search for the debtor remains the same, except for one change - notice the screen now reads 'Search for a Debtor' instead of 'Search for a Party'. Search for the debtor using the name and social security number.

In this example, the debtor's name was not found. To add the debtor, click on 'Create New Party.'

A screenshot of the 'Open Voluntary Bankruptcy Case' search form. The form has a yellow background and a blue header. It contains input fields for 'SSN', 'Tax Id', 'Last/Business name', 'First Name', and 'Middle Name'. There are 'Search' and 'Clear' buttons at the bottom. Below the search fields, it says 'Party search results' and 'No person found.' There is a 'Create new party' button at the bottom.

The Debtor Information screen has changed slightly. The system now recognizes the party as a debtor, so there is no need to select the role of the party anymore. Please fill in all fields, making sure you use your client's mailing address. Also, don't forget to select the county!

To add an alias, click the 'Alias' button.

	Last/Business name	First name	Middle name	Generation	Role
1	Jones	Jimmy			aka
2					aka
3					aka
4					aka
5					aka

Add the alias names and role and click the 'Add Aliases' button.

Click the 'Submit' button to submit debtor information.

At the next screen, you will be prompted to search for the joint debtor. (If you entered the case as 'Joint' at the first screen).

Enter the name and social security number of the joint debtor and click 'Search.'

The joint debtor's name was not found. Click on 'Create New Party' to add the joint debtor to the case.

**Debtor Information**

Last name: Jones First name: Sally

Middle name: Generation: Title:

SSN: 676-76-7676 222-11-1234 Tax ID:

Office: Address 1: P.O. Box 555

Address 2: Address 3:

City: Denver State: CO Zip: 80202

County: DENVER Country:

Phone: Fax:

E-mail:

Party text:

Alias... Corporate parent... Review... Add all aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

There has been a change in the joint debtor screen. The system will no longer automatically fill in the fields with the same address as the debtor, you must enter the joint debtor address information.

After entering all joint debtor information, click 'Submit.'

The information on this screen remains the same, but it is arranged differently. Please enter the 'Fee Status,' 'Nature of Debt,' 'Asset Notice' (Ch7 is always 'no asset' and Ch11,12 &13 are always 'asset'), 'Number of Creditors,' 'Asset Amount' and 'Debt Amount.' and click 'Next.'

**Open Voluntary Bankruptcy Case**

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 1 - 49

Estimated assets: \$0-\$50,000

Estimated debts: \$0-\$50,000

Type of debtor:

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

Nonprofit Organization

Next Clear

**Open Voluntary Bankruptcy Case**

Select the pdf document (for example: CA199cv501-21.pdf).

Filename:

Browse...

Attachments to Document:  No  Yes

Next Clear

Click the 'Browse' button to locate the PDF file that contains, the Voluntary Petition, Statement of Financial Affairs, Summary of Schedules, Statistical Summary, Schedules A-J, Declaration Concerning Schedules, Verification of Creditor Matrix, Means Test, Pay Advices and Certificate of Credit Counseling and click 'Next.'

Enter the number of creditors and select 'Yes' or 'No' to 'Presumption Arises' and click 'Next.'

The next screen will list the filing fee. Just click 'Next.'

At the docket text screen click 'Next.'

At the final docket text screen, click 'Next' to submit the case.

After the case has been opened, you will upload your creditors, by selecting 'Bankruptcy' and then 'Creditor Maintenance' as usual.

**Open Voluntary Bankruptcy Case**

Enter Total Number of Creditors Uploaded: [ ]

Declaration Re: Electronic Filing due date: 09/19/2006

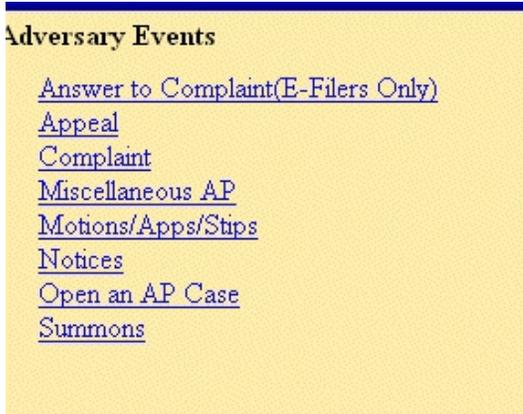
Section 316 Incomplete Filings due date: 10/24/2006

Presumption Arises: [ no ] [ yes ]

Next Clear

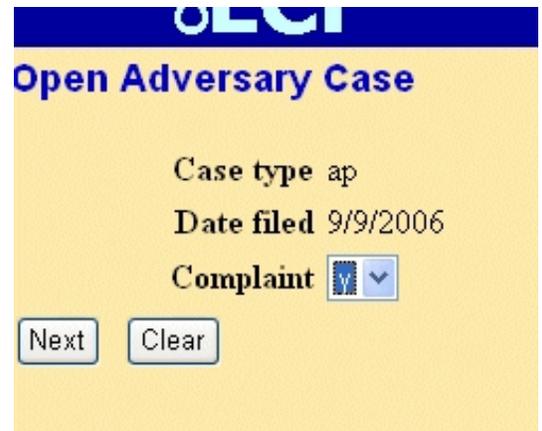
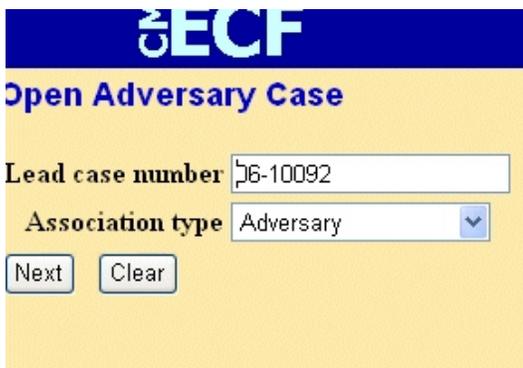
## Open an Adversary Case

There are some significant changes to be aware of when opening a new adversary proceeding. The changes are as follows:



Click on 'Adversary' from the blue menu bar and select 'Open an AP Case.'

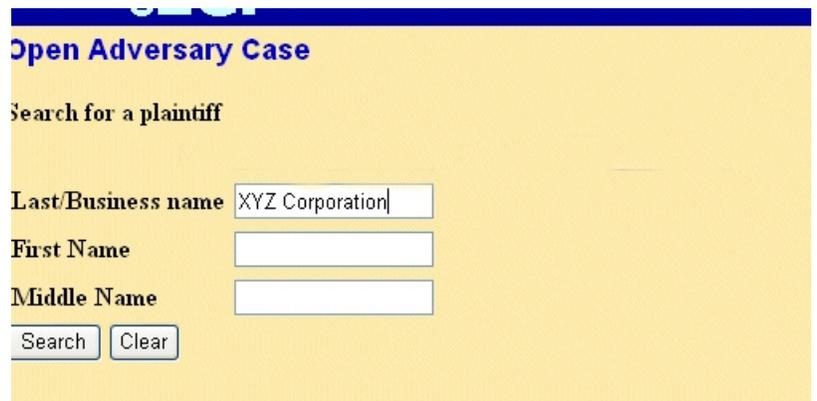
Make sure that 'Complaint' is set to 'Yes' and click 'Next.'

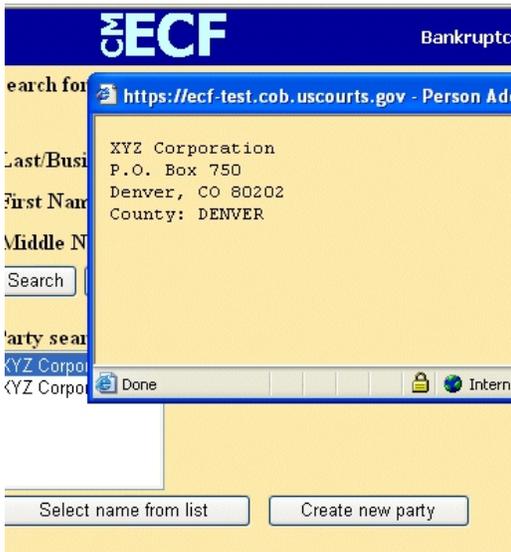
A screenshot of the 'Open Adversary Case' form. It has a blue header with the ECF logo. The form fields are: 'Case type' with value 'ap', 'Date filed' with value '9/9/2006', and 'Complaint' with a dropdown menu showing 'Y'. There are 'Next' and 'Clear' buttons at the bottom.A screenshot of the 'Open Adversary Case' form. It has a blue header with the ECF logo. The form fields are: 'Lead case number' with a text input containing '06-10092', and 'Association type' with a dropdown menu showing 'Adversary'. There are 'Next' and 'Clear' buttons at the bottom.

Enter the leading or underlying bankruptcy case number. The 'Association Type' should always be 'Adversary.' Click 'Next'

The next screen will confirm the underlying case number. Click 'Next.'

You will now need to search for your plaintiff based on name. Notice the screen reads 'Search for a Plaintiff.' It used to read 'Search for a 'Party.' The system knows that the first party is the plaintiff.

A screenshot of the 'Open Adversary Case' form. It has a blue header with the ECF logo. The form title is 'Open Adversary Case'. Below the title is the heading 'Search for a plaintiff'. There are three text input fields: 'Last/Business name' with 'XYZ Corporation', 'First Name', and 'Middle Name'. There are 'Search' and 'Clear' buttons at the bottom.



The party appears twice. In both instances, the parties have an address. Go ahead and select the party by clicking on ‘Select Name From List’

As before, there should be no address for the Plaintiff in an Adversary proceeding. Remove all address information from the Plaintiff Information screen. After you have removed address information, you must add yourself as an attorney for the Plaintiff. Do this by clicking on the ‘Attorney’ button

Notice there is no ‘Role’ field on this screen since the system recognizes the party as a Plaintiff.



Search for your attorney record by name and/or Bar ID

The correct name has appeared. Click ‘Select Name From List.’



**Attorney Information** (Party XYZ Corporation, )

Kathi Hindes Bar Id:Unknown Bar Status:Unknown

Office  Address 1 721 Easy St

Address 2  Address 3

City Denver  State CO

Zip 80202  Country

Phone 303-555-5555  Fax

E-mail  Lead attorney yes

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

Make sure your address and phone number information is correct. Do not enter email address information. Click 'Add Attorney.'

.Click the 'Submit' button to add your Plaintiff.

You are now returned to the Plaintiff search screen. If you have multiple Plaintiffs, you may continue to search for and add Plaintiffs as outlined in the previous steps. If this is your only Plaintiff (or when you are finished adding Plaintiffs to the case), you MUST click the 'End Plaintiff Selection button. (This is new).

**Open Adversary Case**

Search for a plaintiff

SSN  Tax Id

Last/Business name

First Name

Middle Name

**Open Adversary Case**

Search for a defendant

Last/Business name Jones

First Name

Middle Name

Now, on to adding Defendants. You are presented with the screen to search for a Defendant, the same way you searched for the Plaintiff in the previous steps.

Our Defendant appears with no name, address or social security number so it can be selected from the list - the address should be added at the next screen.

**ECF** Bankruptcy

https://ecf-test.cob.uscourts.gov - Person Addr...

James Jones

Done Internet

ones, James  
ones, Jennifer  
ones, Jimmy  
ones, Joe L.

Defendant Information

James Jones SSN Unknown

Office  Address 1  P.O. Box 696

Address 2  Address 3

City Denver State CO Zip

County  Country 4000

Phone  Fax

E-mail

Party text

Attorney  Corporate parent  Review

Add all attorneys, aliases and corporate parents before clicking the Submit button.

Defendants are always entered as Pro Se. Notice there is no longer a 'Pro Se' field. There is also an 'Attorney' button, but don't click it. You will never add defendant attorney information. Click the 'Submit' button.

If there are multiple Defendants, you may now search for them as outlined in the previous steps. If you have finished adding Defendants, you MUST click the 'End Defendant Selection' button. (This is new)

**ECF** Bankruptcy

**Open Adversary Case**

Search for a defendant

SSN  Tax Id

Last/Business name

First Name

Middle Name

The next screen has changed. The main change is that you can select a primary and secondary nature of suit. The other fields remain the same.

**Open Adversary Case**

Party code  3 U.S. not a Party

Rule 23 (class action)  n

Jury demand  None

Demand (\$000)

**Primary nature of suit**  
424 (Obj/Revocation Discharge 727)

**Secondary nature[s] of suit**  
None  
426 (Dischargeability 523)  
434 (Injunctive Relief)  
435 (Validity/Priority/Extent Lien)  
454 (Recover Money/Property)  
455 (Revoke Plan Confirmation)

**ECF** Bankruptcy

**Open Adversary Case**

Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Use the 'Browse' button to locate the PDF file on your computer that contains your Complaint.

Enter the appropriate number that corresponds with the fee options. Click 'Next.'

The next screen confirms the filing fee. Click 'Next..' Click 'Next' twice. At the Final Docket Text screen, click 'Next' to submit the case.

**ECF** Bankruptcy

**Open Adversary Case**

Adversary Status Deadline 01/8/2007

Enter 1 If Fee Is Being Paid At The Time Of Filing.

Enter 2 If Fee Is Being Deferred.

Enter 3 If Fee Is Not Required.

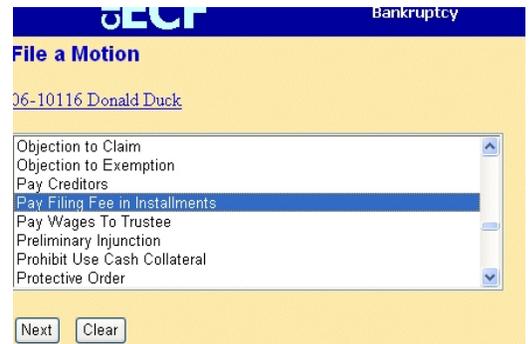
Enter Value:  1

## New Payment Options

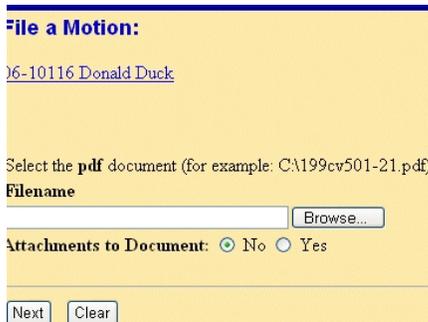
If you have elected to pay filing fees in installments when opening your case, you will now have the ability to make installment payments online via credit card. You must first file the Application to Pay Filing Fees in Installments:



Select 'Bankruptcy' from the blue menu bar and then select 'Motions, Apps and Stips.'



After entering the case number, select 'Pay Filing Fees in Installments.'



After selecting the party your represent, you will need to locate the PDF file that contains the application.

You may either make installment payments by bringing an Attorney check or money order to the court, or online by credit card. To make the payment online, you would proceed with docketing the appropriate event as outlined in the graphic below and on the next page.



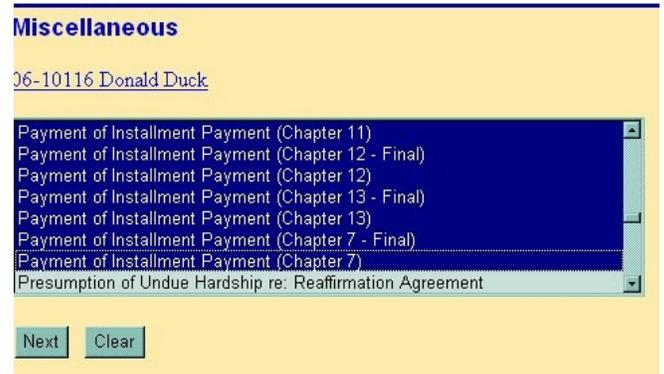
Click 'Next' at the Docket Text and Final Docket Text screens to submit the document.

## Making Installment Payments Online

To make future installment payments online, you would use one of the following new events based on which installment you are paying:

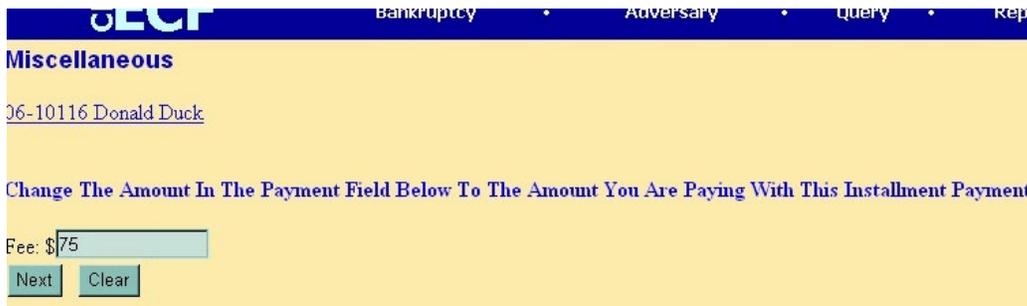
These options are found in the 'Miscellaneous Bk' category.

- 'Payment of Installment Payment (Chapter 11)'
- 'Payment of Installment Payment (Chapter 11-Final)'
- 'Payment of Installment Payment (Chapter 12)'
- 'Payment of Installment Payment (Chapter 12 Final)'
- 'Payment of Installment Payment (Chapter 13)'
- 'Payment of Installment Payment (Chapter 13-Final)'
- 'Payment of Installment Payment (Chapter 7)'
- 'Payment of Installment Payment (Chapter 7-Final)'



The screenshot shows a web form with a yellow background. At the top, it says "Miscellaneous" in blue. Below that is a link "06-10116 Donald Duck". A dropdown menu is open, showing a list of options: "Payment of Installment Payment (Chapter 11)", "Payment of Installment Payment (Chapter 12 - Final)", "Payment of Installment Payment (Chapter 12)", "Payment of Installment Payment (Chapter 13 - Final)", "Payment of Installment Payment (Chapter 13)", "Payment of Installment Payment (Chapter 7 - Final)", "Payment of Installment Payment (Chapter 7)", and "Presumption of Undue Hardship re: Reaffirmation Agreement". At the bottom of the form are two buttons: "Next" and "Clear".

You will not be required to upload a PDF document. You will only be prompted for the amount you are paying and the credit card payment window will appear so that payment can be made as usual.



The screenshot shows a web form with a yellow background. At the top, it says "Miscellaneous" in blue. Below that is a link "06-10116 Donald Duck". A blue instruction reads: "Change The Amount In The Payment Field Below To The Amount You Are Paying With This Installment Payment." Below this is a text input field labeled "Fee:" containing the value "\$75". At the bottom of the form are two buttons: "Next" and "Clear".

You will be prompted to enter the amount you are paying. If '0' is entered, the credit card payment window will not appear.

## Amending Schedules and Adding New Creditors to a Case

There are a few changes to be mindful of when amending schedules or adding new creditors.

You would still file your amended schedules by selecting 'Amended Schedules' from the 'Miscellaneous BK' category as the first step.

Next, as the second step, you will select 'Amended Creditor Matrix' from the 'Miscellaneous BK' category. You will be prompted for the case number, you will be required to select your client and enter the number of creditors being added as usual. The difference comes in that you can actually add creditors at the next screen instead of going to 'Creditor Maintenance' to add creditors to the case.

The screenshot shows a web form titled 'Miscellaneous' with a sub-header '06-10116 Donald Duck'. The main section is 'Add Creditor(s)'. It includes a text area for 'Name and Address' with a sample entry: 'Credit Union of Denver, 2001 E. Alameda, Denver, CO 80202'. Below this is a 'Creditor type' dropdown menu set to 'Creditor'. There are radio buttons for 'Creditor committee' with 'No' selected. At the bottom are 'Next' and 'Clear' buttons.

You may manually enter creditors as shown in the graphic. City, State and ZIP must be entered on the same line. If there are multiple creditors, they are separated by a blank line. The 'Creditor Type' field is always set to 'Creditor' and 'Creditor Committee' should always be left at 'No.' If you have a creditor matrix text file to upload, leave this screen blank. You will then go to 'Creditor Maintenance' and then 'Upload a Creditor Matrix File' to upload a new matrix as before.

## Links to Uploaded Documents After Case is Filed

After your new case is filed, there are now links to all of the documents uploaded at the 'Notice of Bankruptcy Case Filing' screen as shown:

The screenshot shows the ECF website interface. At the top is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. The main heading is 'Open New Bankruptcy Case'. Below this, there are three hyperlinks: 'Petition', 'Chapter 13 plan', and 'Certificate of credit counseling'. Red arrows point to these links. The page also displays 'U.S. Bankruptcy Court District of Colorado' and a 'Notice of Bankruptcy Case Filing' section. This section contains case details: 'Case Name: Gary Wayne Trujillo', 'Case Number: 06-10117', and 'Document Number: 1'. A 'Docket Text' section follows, stating 'Chapter 13 Voluntary Petition. Total Number of Creditors Uploaded: 7 filed by Kathi Hindes on behalf of Gary Wayne Trujillo, Sarah Lynn Trujillo Declaration Re: Electronic Filing of Petition, Schedules & Statement, And Statement of Social Security Number(s) due by 9/21/2006. (kathi)'. At the bottom, it lists associated documents with a description, original filename, and electronic document stamp.