

ECF CHANGES EFFECTIVE 9/16/2006

Open BK Case (Manual Open)

The manual case open procedure remains basically the same as before the upgrade, except for the few changes noted in the procedure below:



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

A warning message regarding mandatory credit counseling will appear on the next screen. Click [Next].

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. Click [Next].

A screenshot of the 'Open Voluntary Bankruptcy Case' form. The form has a yellow background and a blue header with the ECF logo and 'Bankruptcy' text. The form fields are: Office (Denver), Case type (bk), Date filed (6/13/2007), Chapter (7), and Joint Petition (Y). There are 'Next' and 'Clear' buttons at the bottom.

A screenshot of the 'Open Voluntary Bankruptcy Case' search form. The form has a yellow background and a blue header with the ECF logo and 'Bankruptcy', 'Adversary', and 'Query' text. The form is titled 'Open Voluntary Bankruptcy Case' and has a section for 'Search for a debtor'. The fields are: SSN (789-66-4301), Tax Id, Last/Business name (Jones), First Name (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. Click [Search].

In this example, the debtor's name was not found. To add the debtor, click on [Create new party].

The Debtor Information screen has changed slightly. The system now recognizes the party as a debtor, so there is no need to select a role type for the debtor anymore. 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 on [Alias]. To add a corporate parent, click on [Corporate Parent]. To submit the debtor information, click on [Submit].

At the next screen, you will be prompted to search for the joint debtor (if you selected the designation for Joint Debtor at the first screen.) Enter the name and social security number of the joint debtor and click [Search].

ECF Bankruptcy · Adversary · Query
 Search for a debtor
 SSN Tax Id
 Last/Business name
 First Name
 Middle Name

 Party search results
 No person found.
 Copy previous party's address

The joint debtor's name was not found. If the joint debtor's address information is the same as the debtor's, ensure that the box to the left of 'Copy previous debtor's address' is checked. Click on [Create new party].

The Debtor Information screen will appear. If the 'Copy previous party's address' was checked at the previous screen, the address information entered for the debtor should appear as the address for the joint debtor. Ensure that all information for the joint debtor is entered correctly. Click [Submit].

ECF Bankruptcy · Adversary · Query · Reports · Utilities · Log
 Debtor Information
 Last name First name
 Middle name Generation Title
 SSN Tax ID
 Office Address 1
 Address 2 Address 3
 City State Zip
 Country Country
 Phone Fax
 E-mail
 Party text

ECF Bankruptcy · Adversary · Query · Reports · Utilities · Log
 Open Voluntary Bankruptcy Case
 Prior filing within last 8 years
 Fee status
 Nature of debt
 Asset notice
 Estimated number of creditors
 Estimated assets
 Estimated debts

 Type of debtor
 Individual
 Corporation (includes LLC & LLP)
 Partnership
 Other
 Nature of business
 Health Care Business
 Single Asset Real Estate
 Railroad
 Stockbroker
 Commodity Broker
 Clearing Bank
 Other
 Tax-Exempt Entity

This screen is now arranged differently and has an additional field for the indication of whether there are prior filings within the last 8 years. In a Chapter 11 case, there is also a designation for Small Business, whether the plan accompanies the petition and whether or not votes have been solicited on the plan. Enter the information according to the voluntary petition. Click [Next].

Click the [Browse] button to locate the PDF file that contains the Voluntary Petition PDF. (See the procedure on the ECF website titled 'Requirements for a Complete Voluntary Petition' for instruction on what should be included in this PDF.) View the document before bringing it into the Browse field. Click [Next]

Enter the total number of creditors. Deadlines applicable to the chapter being filed will appear. A selection must be made ('yes' or 'no') in Chapter 7 cases depending on whether or not the presumption of abuse arises. Click [Next].

The next screen will list the filing fee, and the Summary of Schedules will appear. Information for the Summary of Schedules is taken from Schedules A, B, D, E, F, I, J, Form 22 and the Statistical Summary (Form 6). Ensure that the information is entered correctly. The amount for Dischargeable Debt should compute automatically if amounts are entered into all fields. A partial screen shot is shown here. Click [Next].

| NAME OF SCHEDULE/FORM | ASSETS | LIABILITIES | OTHER |
|--|----------------------|----------------------|----------------------|
| A - Real Property | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| B - Personal Property | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| D - Creditors Holding Secured Claims | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| E - Creditors Holding Unsecured Priority Claims | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| F - Creditors Holding Unsecured Nonpriority Claims | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Click [Next] at the final two screens, ensuring that final docket text reads correctly. Don't forget to upload your creditors and run the Judge/Trustee assignment, as usual.

Open an Adversary Case

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



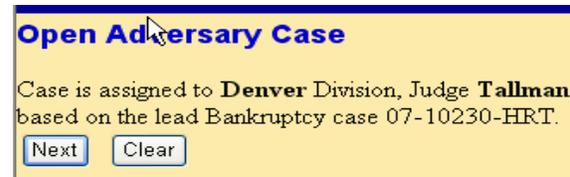
Click on 'Adversary' from the blue menu bar and select 'Open an AP Case'.

Make sure that 'Complaint' is set to 'y' and click [Next].

A screenshot of the 'Open Adversary Case' form. The title is 'Open Adversary Case'. The form contains three fields: 'Case type' with the value 'ap', 'Date filed' with the value '6/14/2007', and 'Complaint' with a dropdown menu showing 'y'. Below these fields are two buttons: 'Next' and 'Clear'.A screenshot of the 'Open Adversary Case' form. The title is 'Open Adversary Case'. The form contains two input fields: 'Lead case number' with the value '07-10230' and 'Association type' with a dropdown menu showing 'Adversary'. Below these fields are two buttons: 'Next' and 'Clear'.

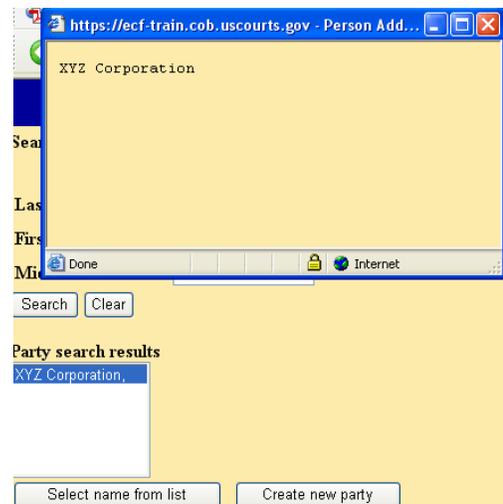
Enter the underlying bankruptcy case number into the 'Lead case number' field. The 'Association Type' should always be 'Adversary'. Click 'Next'.

The Judge Assignment screen and confirmation of the lead Bankruptcy case appears. Click [Next].

A screenshot of a yellow web page titled "Open Adversary Case". The form is titled "Search for a plaintiff" and includes fields for "SSN", "Tax Id", "Last/Business name" (containing "XYZ Corporation"), "First Name", and "Middle Name". At the bottom are "Search" and "Clear" buttons.

The name of this screen has changed to 'Search for Plaintiff'. It used to read 'Search for a party'. Enter the name of the plaintiff into the 'Last/Business name' field and click on [Search].

The party appears. In this case, there is no address associated with the party. Select the party by clicking on 'Select name from list'. (NOTE: You will select the party even if there is an address associated with the party and the address is incorrect. You will remove the address at the Plaintiff Information screen, which will appear next.)



Plaintiff Information

XYZ Corporation SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case **Creditor**

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

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 select the Role the Plaintiff has in the underlying Bankruptcy case. You also must add yourself as an attorney for the Plaintiff. Click on [Attorney].

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

Search for an attorney

Bar Id

Last name

Search for an attorney

https://ecf-train.cob.uscourts.gov - Person Add...

Last name

Select name from list

Attorney list:

- Hunter
- Hunter
- Hunter
- Hunter

Details for selected attorney:

Diane Hunter
 Bar Id: 11234
 721 19th St.
 Denver, CO 80202

The correct attorney record appeared. Click [Select name from list].

Make sure your address, e-mail address and phone number information is correct. Click [Add attorney].

You will be returned to the Plaintiff Information screen. Click [Submit] to add the plaintiff to the case.

The 'Search for plaintiff' screen appears. If you have multiple Plaintiffs, you may continue to search for and add plaintiffs as outlined in the previous steps. When all plaintiffs have been added, you **MUST** click the [End plaintiff selection] button.

Open Adversary Case

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

Open Adversary Case

Search for a defendant

SSN Tax Id

Last/Business name

First Name

Middle Name

The 'Search for defendant' screen appears. When the defendant is the debtor, you should search by social security or tax id number and name. When the defendant is not a debtor, search by last name only. Click [Search] at this screen once the search information has been entered.

The Party search results will be displayed. Click on [Select name from list] if the party is listed. Otherwise, click on [Create new party] to add your party. In this example, the party we want to select is listed so we will click on [Select name from list].

Search for a defendant

Last/Bu

First Na

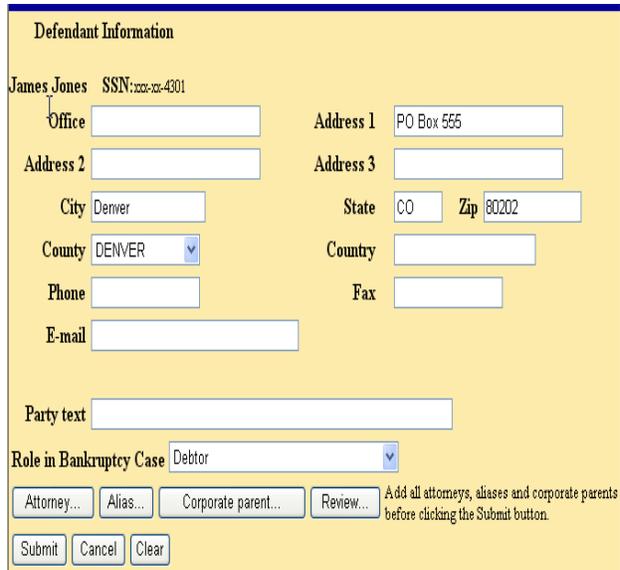
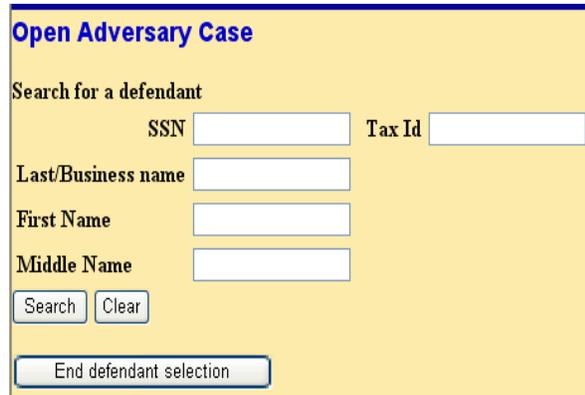
Middle

Party search results

Pop-up window: <https://ect-train.cob.uscourts.gov - Person Add...>

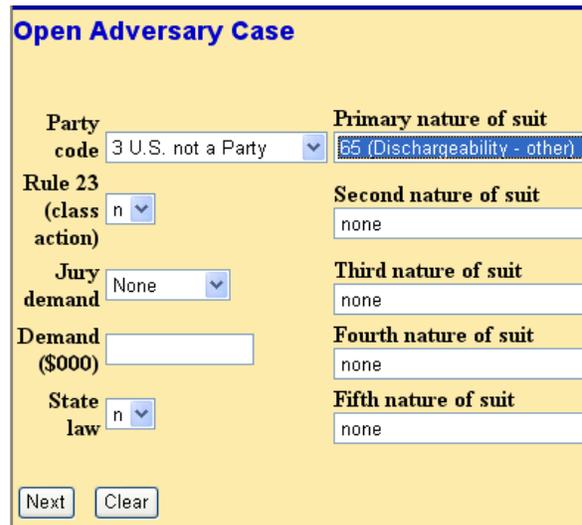
James Jones
 SSN: xxx-xx-4301
 PO Box 555
 Denver, CO 80202
 County: DENVER

The Defendant Information screen appears. Do not add an alias, dba, fka or social security number for the defendant. However, you may select a debtor defendant that is already in the system with social security number. Enter the address for the defendant if known. If the defendant is not a debtor in the underlying case and the address of the defendant is unknown, the address field may remain blank. Be sure to indicate the Role that the defendant plays in the underlying bankruptcy case. Never add an attorney for a defendant as they are to remain pro se until their answer is filed. Click [Submit] to add the defendant to the case.

You will be returned to the Select the Defendant screen. 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 on the [End defendant selection] button.

This screen has changed. The main change is that you may now select up to five natures of suit from drop down pick lists. There is now also a designation for State Law of 'y' or 'n'. The other fields remain unchanged. Click [Next] when you have entered the required information.



Open Adversary Case

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

Filename
Adversary PDF Documents\Complaint.pdf

Attachments to Document: No Yes

Use the Browse button to locate, view and bring into the browse field the complaint PDF file on your computer. Click [Next].

Enter the appropriate number that corresponds with the fee option that applies to your case. Click 'Next'.

Click [Next] at subsequent screens to advance and submit the transaction. If '1' was selected for the fee option, you will be required to pay the adversary filing fee after accepting final docket text.

Open Adversary Case

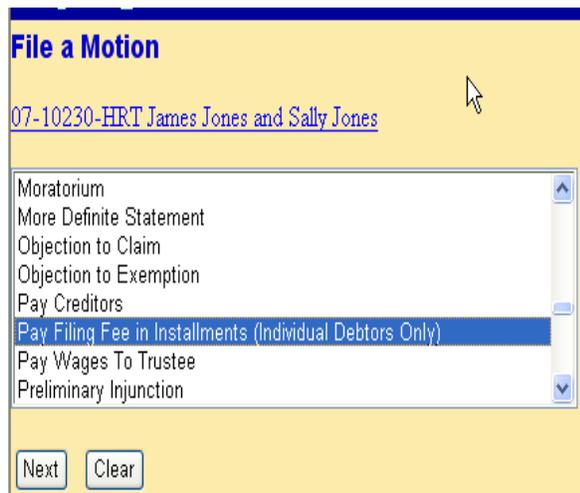
Adversary Status Deadline: 10/15/2007

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:

New Payment Options

If you have elected to pay filing fees in installments, you should have selected the Fee Status of 'Installments' when filing your case electronically. An Application to Pay Fees in Installments will need to be filed once the case has been filed. You will have the option of making the installment payments online via credit card or by mailing the payment to the Clerk's Office. Information highlighting the changes in filing of the application and making electronic payment are shown below and on the next page.



Select 'Bankruptcy' from the blue menu bar and then select 'Motions/Apps/Stips'. After entering the case number, select 'Pay Filing Fees in Installments (Individual Debtors Only)' from the drop down pick list.

After selecting the party you represent, you will need to locate the PDF file that contains the application and bring it into the Browse field. Don't forget to attach your proposed order.

The next screen displays a blue message informing you of the options you have for making payment.

File a Motion:

[07-10230-HRT James Jones and Sally Jones](#)

Payment To The Court Of All Installment Payments May Be Made In One Of The Following Ways:

1. By Mailing A Cashiers Check or Money Order or Attorney Check to The Court.
2. By Making An Electronic Payment Using The Appropriate Miscellaneous Event **Payment of Installment Payment Or Payment of Installment Payment (Final).**

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

MECF Bankruptcy • Adversary • Query •

Miscellaneous

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Payment of Installment Payment (Chapter 11 - Final)
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)

To make installment payments online, you would use one of the new events indicated here, based on the chapter and which payment is being made. These event options are located in the 'Miscellaneous BK' category.

You will not be required to upload a PDF document. You will be prompted for the amount you are paying at this screen. If an amount other than '0' is entered, the credit card payment window will appear later in the transaction so that payment can be made.

Miscellaneous

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Change The Amount In The Payment Field Below To The Amount You Are Paying With This Installment Payment.

Fee: \$ 75

Amending Schedules and Adding New Creditors to a Case

There are a few changes to be mindful of when amending schedules to add new creditors to a case.

You would still file your amended schedules by selecting the 'Amended Schedules (Electronically Filed - No Fee Required)' event from the Miscellaneous BK category as the first step. A friendly blue message will appear during the filing of the transaction, reminding you of the two-step process.

Miscellaneous

[10230-HRT James Jones and Sally Jones](#)

Do Not Forget That This Is A Two Step Process If You Are Amending Your Schedules To Add Creditors.

Ensure That This Document Is Linked To The Entry That Contains The Schedules That Are Being Amended.

Be Sure To File The Miscellaneous Event Amended Creditor Matrix Next.

Bypass The Statistical Screen If You Are Amending Schedules C G or H Only.

Select the appropriate event(s) to which your event relates:

06/14/2007 [1](#) Chapter 7 Voluntary Petition. Total Number of Creditors Uploaded: 13.. Section 521 Incomplete Filings due by 7/30/2007. (Hunter, Diane)

You will also be presented with the new Summary of Schedules screen, as shown on page 4 of this procedure. Enter the amounts for the schedules that changed only. Do not change amounts for any other schedules.

As the second step in the process, you will select the 'Amended Creditor Matrix (Electronically Filed - No Fee Required)' event from the Miscellaneous BK category. You will be prompted for the case number, you will be required to select your client(s) and enter the number of creditors being added as usual. The difference comes in that you can actually manually add your creditors during the filing of this event at the 'Add Creditor(s)' screen (see next page) rather than needing to go to 'Creditor Maintenance' as a separate, third step to add your creditors to the case.

Again, a friendly blue message will appear, giving instruction in the two step process.

Miscellaneous

[07-10230-HRT James Jones and Sally Jones](#)

Did You Remember To File Your Amended Schedules First?

You May Add Your Creditors Individually At The Next Screen Or Upload A Creditor Text File Using The Creditor Maintenance Menu Option.

Ensure That This Document Is Linked To The Amended Schedules.

Do Not Use This Event To Change The Address Of An Existing Creditor In This Case. File A Change Of Address For The Creditor Instead Using The Miscellaneous Event Change Of Address.

Select the appropriate event(s) to which your event relates:

06/14/2007 [1](#) Chapter 7 Voluntary Petition. Total Number of Creditors Uploaded: 13.. Section 521 Incomplete Filings due by 7/30/2007. (Hunter, Diane)

06/18/2007 [4](#) Amended Schedules D and J to add a creditor and update expense information.

The 'Add Creditor(s)' screen will appear as shown below.

Miscellaneous

[07-10230-HRT James Jones and Sally Jones](#)

Add Creditor(s)

*(1) Name may be 50 characters.
(2) Address may be 5 lines, 40 characters each.
(3) More than one creditor may be entered. Separate creditors with a blank line.
(4) Limit 10 Creditors*

Name and Address

Creditor type

Creditor committee No Yes

Links to Uploaded Documents After Case is Filed

After your new case is filed, links to all of the documents uploaded will appear on the 'Notice of Bankruptcy Case Filing' screen. To see the notice of electronic filing for each document, scroll down or click on the appropriate hyperlink.

Open New Bankruptcy Case:

To see the notices of electronic filing, scroll down or click on the appropriate hyperlink below:

[*Petition*](#)

[*Chapter 13 plan*](#)

[*Certificate of credit counseling*](#)

[top](#)

U.S. Bankruptcy Court

District of Colorado

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Hunter, Diane entered on 6/18/2007 at 12:18 PM

Case Name: Gary Wayne Trujillo and Sara Trujillo

Case Number: [07-10232](#)

Document Number: [1](#)