

I-File Guide

Introduction

I-file is a tool for unrepresented parties to electronically submit their documents to the U.S. Bankruptcy Court for the District of Colorado. Do not attempt to use your mobile phone or a tablet to use I-File, use a computer.

I-File will allow you to upload PDF documents. If you do not have the ability to convert documents to PDF, our staff can not offer tech support. You can file in person in Denver, or through the mail. Please plan your filings accordingly.

Currently, I-File is limited to new Chapter 7 cases, and for additional documents in an open case for any other chapter. If you intend to file a Chapter 13 case, you can still use I-File, but you will need to force it through using the Chapter 7 option.

You can not use I-file to file a document in any other court. This is for exclusive access to the Colorado Bankruptcy Court.

Before you file a new case, you are encouraged to view our Pro Se guide, along with other informative guides which can be found here: <https://www.cob.uscourts.gov/filing-without-attorney>

Steps For Using I-File

1. Go to: <https://www.cob.uscourts.gov/ifile>
2. Enter a valid email in the I-File sign up box and click "Validate Email"



The image shows a screenshot of the I-File Sign Up form. The form has a white background with a grey border. At the top, the text "I-File Sign Up" is centered in a bold, dark grey font. Below this, there is a horizontal line. Underneath the line, the text "Please enter a valid email address below." is centered. Below this text is a text input field with the placeholder text "Email" on the left. At the bottom of the form is a large, blue rectangular button with the text "Validate Email" in white, centered. At the very bottom of the form, there is a small, grey footer text that reads "United States Bankruptcy Court - District of Colorado 2017".

3. You will then receive an email from ifile@cob.uscourts.gov, titled "US Bankruptcy Court i-File Access" In the body of the email click "[Access i-File](#)"
4. That should take you to the contact information screen of the I-File Upload Tool. Please complete all the fields and click "Next Step"

I-File Upload Tool

Thank you for verifying your email address. Answer the following questions to proceed.

Email Address
[REDACTED]@cob.uscourts.gov

Name
Full name

Address
123 Any Street

City
City Name

Colorado
State

Zip
00000

Telephone
999-999-9999

Next Step

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5. If you are filing a document in an open case, click “Yes”. If you are filing a new bankruptcy case, click “No”

I-File Upload Tool

Are you filing a document in an existing open case with the Bankruptcy Court?

Yes No

Next Step

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Filing In An Existing Case

1. Type in the case number you wish to file a document in, then click “Check Case Number”. If you do not know the case number, please call 720-904-7480.

I-File Upload Tool

Are you filing a document in an existing open case with the Bankruptcy Court?

Yes No

Enter the case number:

19-10001

Check Case Number

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2. Now you are ready to upload your documents. From the drop-down menu, select a document you want to file. If you have multiple, just start with your first filing. With each document selected, a new line will be added to the screen. From there, you can add more documents from the drop-down menu. If you are unsure of what to use, just use the Misc. option.

I-File Upload Tool

When you upload a document using I-File, you are certifying under penalty of perjury that your document is true and correct. [See 28 U.S.C. § 1746](#) for more information.

Select all of the documents you wish to file in case number **19-10001** on this screen.

Do not use this tool for filing [Proof of Claim](#).

When ready, press the 'Start Uploading' button.

- Select Document(s) to Upload -

Start Upload

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3. With all of your documents selected, now click “Start Upload”

I-File Upload Tool

When you upload a document using I-File, you are certifying under penalty of perjury that your document is true and correct. [See 28 U.S.C. § 1746](#) for more information.

Select all of the documents you wish to file in case number **19-10001** on this screen.

Do not use this tool for filing [Proof of Claim](#).

When ready, press the 'Start Uploading' button.

- ① Misc Document 1
- ① Schedule A/B
- ① Certificate of Credit Counseling (Initial Class)

- Select Document(s) to Upload -

Start Upload

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4. You will now be able to choose the file to upload. Make sure your document is saved as a PDF, and is in a location you can find it on your computer. Click “Choose File”, browse to the document and upload it.

I-File Upload Tool

To submit your **Misc** filing please attach each of the documents outlined below.

Please submit all documents in .pdf format (max file size is 10 MB).

① Missing File: Misc Document 1

Choose File

① Missing File: Schedule A/B

Choose File

① Missing File: Certificate of Credit Counseling (Initial Class)

Choose File

[Add/Remove Files](#)

Save for Later

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5. You'll see a green arrow next to each document successfully uploaded. Now click, "Submit to Court"

I-File Upload Tool

To submit your **Misc** filing please attach each of the documents outlined below.

Please submit all documents in .pdf format (max file size is 10 MB).

- ① ✓ Misc Document 1 - Uploaded
- ① ✓ Schedule A/B - Uploaded
- ① ✓ Certificate of Credit Counseling (Initial Class) - Uploaded

[Add/Remove Files](#)

Submit to Court

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6. Your document(s) have now been submitted to the court. Someone will review them, and file them in the case within 1 business day.

Finished

Thank you for using the Colorado Bankruptcy online filing tool.

Please check your email for further instructions.

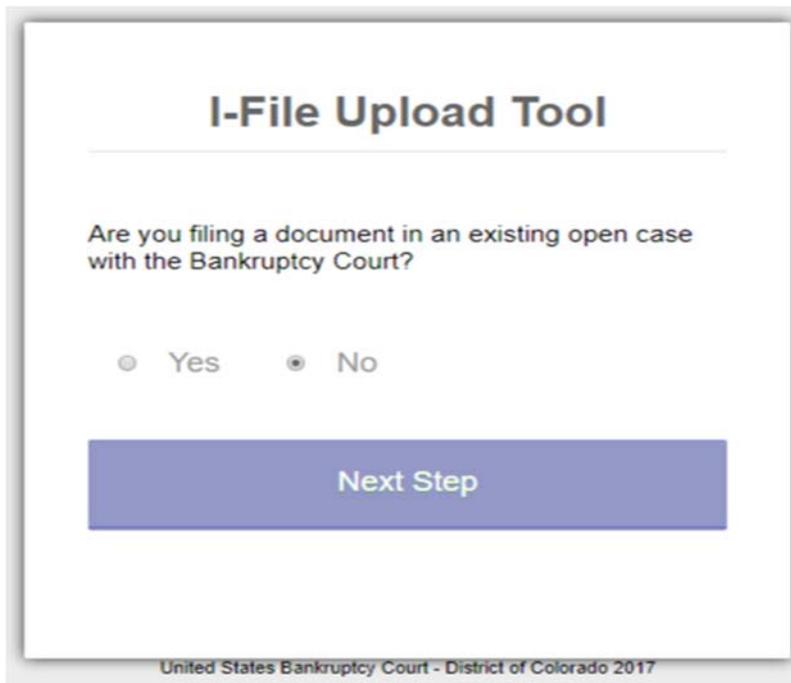
Remember, you can always click the link in your email to submit additional documents to the Court.

If you have any questions, please contact the Court via email at file@cob.uscourts.gov, chat with us via the website, or call 720-904-7300.

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Filing A New Bankruptcy Case

1. Click “No” in the box when asked if you are filing in an existing open case.



The screenshot shows a web form titled "I-File Upload Tool". Below the title is a question: "Are you filing a document in an existing open case with the Bankruptcy Court?". There are two radio button options: "Yes" and "No". The "No" option is selected. Below the options is a large blue button labeled "Next Step". At the bottom of the form, there is a small footer that reads "United States Bankruptcy Court - District of Colorado 2017".

2. You are now looking at the I-File Creditor List. You must provide the court with the names and addresses of all of your creditors before moving to the next step. Start with your first creditor and click “Save Address”. Repeat until all creditors have been added. If you do not have the last 4 digits of the account number, leave that field blank. When you are finished entering your creditors, click “Yes” where it says “Done Entering Creditors?”

I-File Creditor List

Creditor(s) entered*: 1 [View](#)

Name

Last 4

Address

Optional

City

Colorado

Zip

*Remember, it is important to list all of your creditors.

Done Entering Creditors?
 Yes No

[Save Address](#)

3. You will now see the screen below. If you are done entering creditors, click “Yes”, then click on “Finished”

I-File Creditor List

Creditor(s) entered*: 1 [View](#)

Remember, it is important to list all of your creditors.

If you fail to list all of your creditors on this screen, the law may require you to file more paperwork as well as pay an additional fees to update them in the future.

Done Entering Creditors?
 Yes No

[Finished](#)

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4. You are now ready to upload your case documents. The items in red are mandatory, and we cannot open your case without them. Each required document should be saved separately on your computer as a PDF. The only item that can be a picture is a copy of your government ID. Click "Choose File", and upload each required document. A green check will appear after successful upload.

Note: If you have more than just the required items, you can upload them as well. If your document does not quite fit in one of the categories, just use it. We will review each document prior to opening the case.

To submit your **Chapter 7 Case*** filing please attach each of the documents outlined below (max file size is 10 MB).

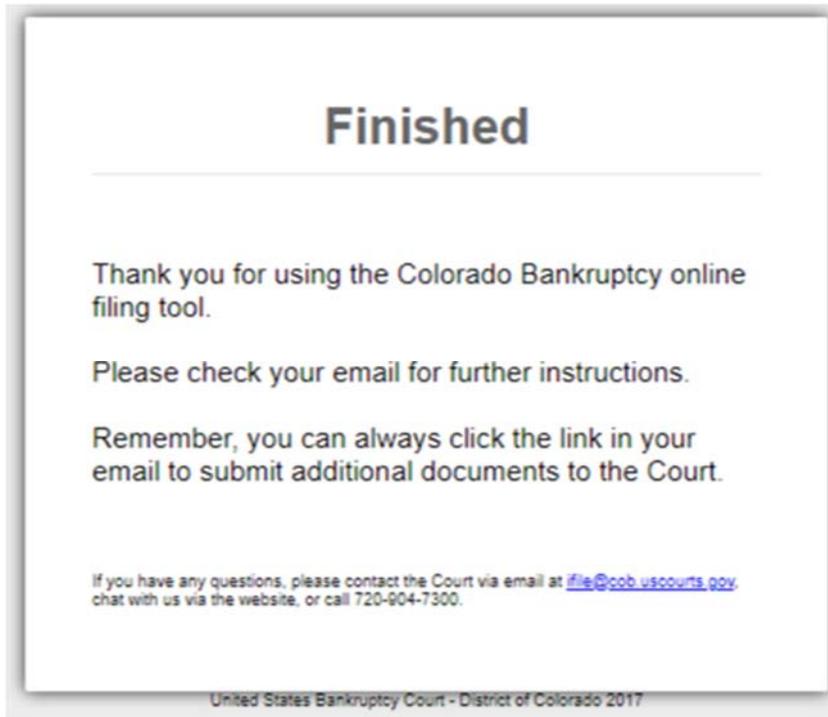
File(s) **listed in red** are required - you will not be able to submit your case to the court without these completed documents.

- Drivers License or Government ID* - Uploaded
- Chapter 7 Voluntary Petition for Individuals* - Uploaded
- Statement About Social Security Numbers* - Uploaded
- List of Creditors - Uploaded
- Missing File: Statement of Financial Affairs
- Missing File: Schedules
- Missing File: Employee Income Records or Statement Concerning No Employee Income Record
- Missing File: Chapter 7 Statement of Your Current Monthly Income

*At this time no other Chapters can be filed online using this tool.

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5. Once your new case documents are uploaded, click “Submit To Court”. You have now submitted the new case to the court, and it will be processed within 1 business day.



6. You will then receive a confirmation email, along with instructions on how to pay for your case.

Tips and Tricks

1. If you do not know what section to upload a document under, just pick something. We will review the document prior to filing it in your case.
2. If you are opening a new case, and have more than just the required documents, upload everything at the time of filing.
3. Do not use I-File as an excuse for not timely filing documents. You still have the option to file in-person or through the mail, so plan all filings accordingly.
4. There is no way to make a payment through I-File at this time, all payments must be mailed, or brought in person. Cash or certified funds (cashier's check or money order) are the only method to pay for a filing fee.