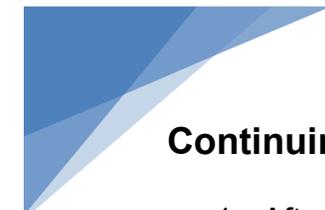




eSR QuickStart Guide for Self-Represented Debtors

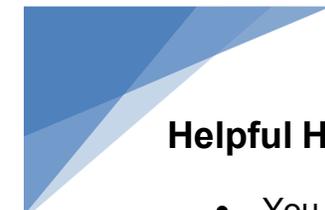
Starting a NEW Petition Package

1. Read all information on the Electronic Self-Representation (eSR) page and follow the pre-filing steps as indicated.
2. Click the eSR button on the Court's website.
3. From the Start a New Petition Package tab, create a new account:
 - Enter a **valid** email address that you can access as you will receive email instructions once you have submitted your petition package.
 - Enter a self-selected password. The password must be between 8 and 45 characters long, contain 1 upper case letter, 1 lower case letter, and 1 special character.
 - Keep track of the email address and password so you can access your petition package and return to make changes.
 - The Court cannot assist with recovering lost email addresses or passwords.
4. Click ***Start a new petition package***.
5. Read the entire page titled "Notice Required by 11 U.S.C §342(b) for Individuals Filing for Bankruptcy". After reading, scroll to the bottom and indicate you have read the entire page. The system will not let you continue until confirm that you have read the Notice.
6. Proceed through the screens to enter the petition package information and submit it to the Court. Submitting a petition package is just the first step. The Court will email you additional, required documents. Once the Court receives these additional documents, then the Clerk's Office will open your bankruptcy case.
7. If you do not complete the package and submit it to the court in one session you can return to your account as needed. Your package will be deleted after 45 days of inactivity.



Continuing a Petition Package

1. After creating your account, you **MUST** login at least once every 45 days. After 45 days of inactivity, your information will be permanently deleted.
2. Click the eSR button on the Court's website.
3. On the Continue a Petition Package tab, enter your email address and password.
4. If you have forgotten your password, you can reset it by clicking **Forgot your password**. You will receive an email with a link to reset your password. If the link in your email is not active, please copy and paste the address into your browser.
5. Once logged in, you may continue entering information.
6. These steps can be repeated until you complete your petition package and submit it to the Court. Remember, submitting a petition package is just the first step. The Court will email you additional, required documents. Once the Court receives these additional documents, then the Clerk's Office will open your bankruptcy case.



Helpful Hints When Using eSR

- You must complete all **Petition** information (section 1 Petition (B101)) before you can move on to the other sections of the program. Also, if you click logout before completing the Petition information the screen will flash and not allow you to logout until you do so. You can shut the browser down to exit the program and the information that was entered to that point will be saved. The next time you login you will be required to complete the Petition before you can proceed to the other schedules.
- When you see the word **Add** on an input screens, you must click “add” to open the box to add the information, then scroll all the way to the right to find the **Save** button. You must click **Save** to retain anything typed into the box before scrolling or moving to the next screen. You’ll have to re-enter any lost information.
- Many of the eSR screens are wide. Be sure to scroll to the right so you don’t miss anything.
- Entering any information (even one key stroke) on a screen will produce the corresponding schedule, even if the information is incomplete. If the information is incomplete when you submit the package, you may be charged a fee to amend a schedule later. Be sure to review all information before submitting it to ensure it’s accurate and complete.
- You’ll see an error message if you try to submit a petition package without any creditors. If you receive this error error, follow the instructions to return to Section 2: “Schedules (B106)” and enter the information on the schedules, OR go to Section 5: “Interested Parties”, click **other interested parties**, then click **Add** to enter the name and address of at least one creditor. You must click **Save**, then click **Save and Continue** at the bottom of the page before attempting to submit your package.
- If you accidentally submit your package before you’re ready, follow the instructions to have your case returned. This is only possible if your case has not yet been opened by the Court.
- After you submit your package, you’ll see a new navigation menu with links to the confirmation page and a complete .pdf copy of your submission.
- This tool is only for submitting new case documents. It cannot be used to submit additional documents. All other documents must contain original, handwritten signatures, and be delivered to the Court via mail, drop box, or in person at the Clerk’s Office.