# UNITED STATES BANKRUPTCY COURT
# DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

## FILING REQUIREMENTS AND CASE OPENING

**Required Documents:**

- Credit Counseling Certificate
- Chapter 13 Plan (Chapter 13 Only)
- Social Security Number Verification Page
- Notice to Individual Debtor
- Schedules A/B-J and Summary of Assets and Liabilities
- Statement of Financial Affairs
- Verification of Creditor Matrix and a list of creditors
- Voluntary Petition

Chapter 11 only – List of twenty (20) largest unsecured creditors, Equity Security Holders, Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership, Corporate Ownership Statement and Corporate Resolution should be filed as part of the voluntary petition.

If the Schedules and Statement of Financial Affairs are filed at a later date, the Schedules and Statement of Financial Affairs must be filed as two separate docket entries.

The following documents must be entered as separate events:

- Social Security Number Verification Page
- Statement of Intent (Chapter 7 individuals only)
- Certification of Credit Counseling
- Statement of Current Monthly Income
- Chapter 12 or 13 Plan and Certificate of Service
- Disclosure of Compensation and
- Application to Pay Filing Fee in Installments or Application to Have the Filing Fee Waived

FILING STEPS:

1. Click ‘Bankruptcy’ on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Select 'Open a Voluntary BK Case'
3. The Case Type bk and the current date will display:
    - Click to select the appropriate Chapter
    - Accept the default 'n' for no-If the petition does not have a joint filer, or
    - Select 'y' for yes to indicate that the filing includes both husband and wife
    - Accept the default to 'n' (for no deficiencies) if this filing contains all required

documents or,

- Click 'y' to indicate there are deficiencies
- Click 'Next'

4. The 'Search for a debtor' screen displays:
   - The Debtor search must include the debtor's name and/or Social Security to determine if the debtor(s) has filed a previous case before a new party can be added
   - Enter the Debtors' Social Security Number or Tax Identification Number and Last Name, (First Name and Middle Name optional) or Business Name (Enter the entire business name.)
   - Click 'Search'

5. The Party Search Results screen displays:
   - If the Party is found, verify that the party is not restricted from filing under11 USC 109g before proceeding. (Refer to the Query for complete instructions.) If the party is found (and not restricted from filing), highlight the name, and
   - Click the 'Select name from list button', if the system does not locate the party in the database, a message will display No Person Found
   - Click 'Create New Party'

6. The Party Information screen displays:
   - Enter the following information as shown on Petition
   - Debtor's Last Name (If the debtor is a business, enter the full name of the business in the Last Name field), Debtor's First Name
   - Debtor's Middle Name, Generation. (Sr., Jr.)
   - Debtor's Title. (MD, Trustee, etc.)
   - SSN (Social Security Number), or Tax ID
   - The Office box may be used to indicate the name of the business/firm
   - Address 1, Address 2, and Address 3, if necessary
   - City, State and Zip
   - Click the down arrow to reveal the list of counties
   - Select the appropriate county. (it is not necessary to select a country unless the party does not reside in the USA)
   - If applicable, click Alias to enter the alias information
   - Enter the Debtor(s) aliases, Last, First, Middle Name and Generation
   - Click the down arrow to reveal the list of options in the 'Role' category
   - Click to select the appropriate Role type for each alias entered
   - Click 'Add aliases'
   - If the debtor has more than five aliases, Click 'Add aliases' again to submit remaining aliases
   - Click 'Review' to review parties, aliases and attorney.

7. The Party Information screen displays**:**
   - Verify the debtor and alias information shown
   - Click 'Return to Party Screen'
   - Click 'Submit'
   - For individual cases 'Warning: The Tax ID/EIN is blank' will appear. Click 'OK'
   - (If a business debtor has a Corporate Parent)
   - (Click the Corporate Parent button and proceed to Step 9)

8. (For Joint Debtor) The Search for a Party screen displays for the Joint Debtor**:**
   - Repeat, Steps 4 through 7 to add joint debtor information
   - Select a 'Role type' for the Joint Debtor
   - Click 'Submit'

9. The Corporate Parent Party Search screen displays:
   - Enter the Corporate parent name
   - Click Search
   - If the system does not locate the party in the database base, a message will be displayed: No Person Found
   - Click, Create new corporate parent
   - Enter Corporate Parent name
   - Click Add Corporate Parent Button
   - Debtor's Information Screen displays
   - Click 'Submit'

10. Divisional Office Verification Screen displays:
    - Verify the correct office for the county selected
    - Click 'Next'

11. The Statistical Data screen displays**:**
    - Chapter 11 will display 3 additional options that will not appear with other chapters
    - Select Small Business yes or no (blank for individual chapter 11 debtors)
    - Check box if a plan is being filed with the Petition
    - Check Box If Acceptance of Plan were solicited repetition
    - Prior filing within last 8 years, select no or yes
    - Indicate the Type of Debtor by selecting the appropriate button
    - Select the Nature of Business if appropriate. Tax-Exempt Entity can be selected in conjunction with any type of business
    - Click the down arrow to reveal the list of options in the fee status category. Select the appropriate option
    - If 'Installments' is selected an application to pay filing fee in installments must be

filed at the time of the filing of the petition

- If 'IFP filing fee waived' is selected an application to proceed in forma pauperis must be filed at the time of the filing of the petition
- Select Paid, if full amount of filing fees is to be paid at time of filing.
- Click the down arrow to reveal the list of options in the Nature of Debt category (Consumer or Business)
- The Asset Notice defaults to No for Chapter 7 and Yes for the remaining Chapters
- Click the down arrow to reveal the list of options in the Estimated Creditors category, Select the correct range
- Click the down arrow to reveal the list of options in the Estimated Assets category
- Click the down arrow to reveal the list of options in the Estimated Debts category. Select the correct range
- Click 'Next'

12. Summary of Schedules Form 106 screen displays:
- Enter the amount from schedules A/B,D,E/F,I, J, Form 22A, 22B and 22C depending on the chapter
- The Total Nondischargeable Debt is taken from page 2 of the Summary of Schedules, refer to Statistical Summary of Liabilities. Liability figures should be entered
- Click 'Next'

13. The Schedules and Form 122 (A, B or C) information screen continues:
- Continue to fill in the amounts from form 122
- Click 'Next'

14. If Deficiencies 'y' was selected on the Case Data screen (Step 3), the Deficiency List screen displays:
- Select each item that is not included with this petition
- Click 'Next'

15. The PDF Document Selection screen displays:
- Click 'Browse'. If you have additional attachments, select the 'Yes' radio button. (Refer to Navigating through Directories Module for complete instruction.)
- Click 'Next'

16. If Deficiencies 'y' was selected on the Case Data screen (Step 3):
- Incomplete Filings due date screen displays
- Click 'Next'

17. Section 521 i Incomplete Filing date mm/dd/yyyy displays. Click 'Next'

18. The Presumption of Abuse Arises screen displays**:** (Please Note: This screen will not appear if the means test was selected as a missing document from the Deficiency List in Step 11):

- If Presumption of Abuse arises select 'yes', if not select 'no'
- Click 'Next'

20. Government Proof of Claim will appear in all chapters designated as asset cases**:**

- Accept default date
- Click 'Next'

21. Filing Fee due information displays:

- Click 'Next'

22. The Modify screen displays**:**

- Modify the Docket Text, if appropriate
- Click 'Next'

23. The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue**. Have you redacted?**

- Verify the Final Docket Text
- Click 'Next'

24. The Notice of Electronic Filing screen Displays**:** (Refer to Notice of Electronic Filing for complete instructions.)

25. The Internet Credit Card Program Window displays**:** (Refer to Internet Credit Card Payments for complete instructions.)

- Click 'Pay Now' or 'Continue Filing'

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**CASE UPLOAD**

Case Upload simplifies the process of opening bankruptcy cases by reducing the number of keystrokes and screens that are needed to be processed. If you would like to utilize the speed and ease of Case Upload, and are not yet doing so, we believe that you will enjoy its many benefits. Please refer to our Web Site for a list of all certified Bankruptcy case upload vendors.
However, you should also be aware of the following:
• You should have the latest version of the vendor’s software. Earlier versions may not work.
• If you have not used Case Upload, you should ask for assistance from your vendor when filing your first case.
• Case Upload should not be used in cases with deficiencies or to open an Involuntary Petition.

• You should ensure that the office code is set to “0” for Greenbelt and “1” for Baltimore. You should make sure the correct county is chosen for the debtor.
• Please note that Maryland requires that the Statement of Intent, the Disclosure of Compensation, the SSN Verification Page, Chapter 13 Plan, Credit Counseling Certificate and Means Test (or Current Monthly Income) be filed as separate events.
• Not all Case Upload Vendor’s software will docket the above events for you. Please check with your vendor to see if this capability has been implemented in your software. If not, you will have to docket these events manually.
One last note:
• If you are using software from a vendor which has not been certified with our court, please have the vendor get in touch with us at the ECF support desk (866-630-1146) or e-mail us at ecf@mdb.uscourts.gov so that we can help get the vendor certified.

NOTE: Each vendor's Case Upload product is a little different, therefore no docketing instructions are available.

To access Case Upload:
1. Click 'Bankruptcy' hyper link on the Blue Menu Bar
2. The Bankruptcy Events menu displays:
• Click 'Case Upload'
• Follow the instructions provided by your particular vendor.