

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.3  Chapter 11 Small Business (required financial documents)

#### IV. File Chapter 11 Small Business (required financial documents)

Each required financial document may be entered separately, or all documents may be entered in a combined PDF event titled **Chapter 11 Small Business - All Financial Documents** (recommended).

- CHAPTER 11 SMALL BUSINESS - All Financial Documents, OR,**
- Chapter 11 Small Business Cash Flow Statement
- Chapter 11 Small Business Balance Sheet
- Chapter 11 Small Business Statement of Operations
- Chapter 11 Small Business Federal Income Tax Returns,  
**OR**
- Chapter 11 Small Business Statement of Unavailability of Documents

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

**Enter the complete case number.** This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. For our sample, we will upload all financial documents as a single PDF entry using the event **Chapter 11 Small Business - All Financial Documents**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

- ◆ All of the Chapter 11 Small Business financial events are titled so that they appear in the database next to each other. Each transaction is identical. For your further convenience, a single docket event was created to group all of these events into one transaction. Using this group event instead of separate entries will save time.

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.3  Chapter 11 Small Business (required financial documents)

STEP 5 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 6 If using the grouped event, a following screen will ask for confirmation that ALL required financial documents are being filed.

- ◆ For this sample event, read the instruction screen to comply with the stated message. Click **Next**.
- ◆ This grouped event cannot be used if any of the above four items is missing. Use the event **Chapter 11 Small Business Statement of Unavailability of Documents** to identify any missing item(s).

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments. Click **Next**.

**CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.**

STEP 8 At the following screen, click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Reminder - If the event **CHAPTER 11 SMALL BUSINESS - All Financial Documents** was selected, all documents must appear in the pdf image.

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.3  Chapter 11 Small Business (required financial documents)

STEP 10     **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆     The NEF will be served upon all case participants authorized to receive electronic service.
- ◆     To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.