

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.9 Payment Advices

IV. File Payment Advices, OR other evidence of income received within 60 days before the petition file date, OR a signed statement that payment advices are not available.

- ✓ Use of the local form Declaration Regarding Payment Advices form is highly recommended.

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. Select **Payment Advices**. 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**.

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

STEP 6 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.

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- STEP 7 At the following screen, click the radio button to indicate who is filing the payment advice(s). Click **Next**.
- STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.
- STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.
- 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.