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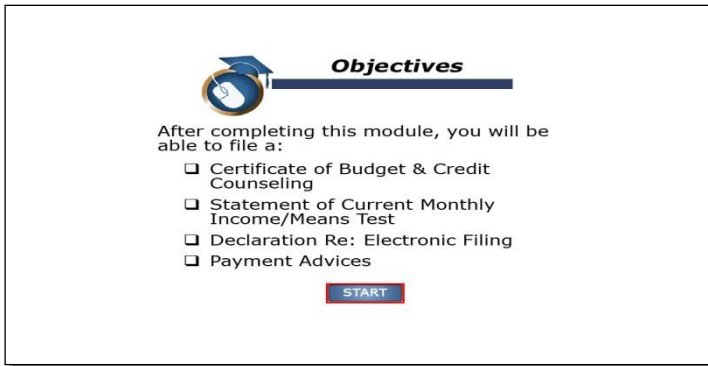
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Notes: Welcome to the training module on Case Opening Continued: Filing Required Documents for a New Bankruptcy Case. This module guides you through the other documents that must be docketed separately to complete the filing process for case opening.



Slide 2

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Notes: After completing this module, you will be able to file a Certificate of Budget & Credit Counseling, Statement of Current Monthly Income/Mean Test, Declaration Re: Electronic Filing, and Payment Advices. Additionally, the attorney is required to file a Disclosure of Compensation (located under Attorney Filed Documents) although it will not be covered in this module. When you are ready to begin, click START.



Slide 3

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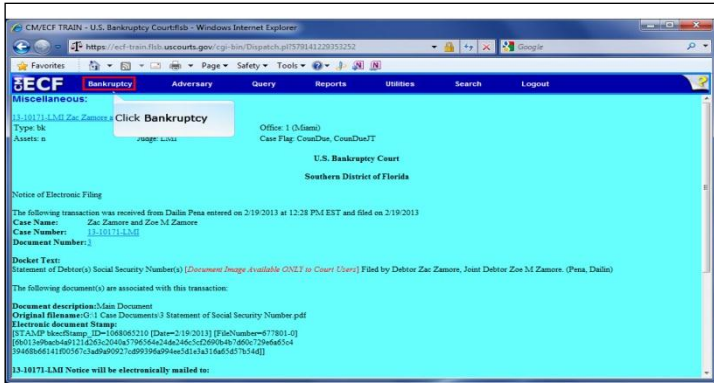
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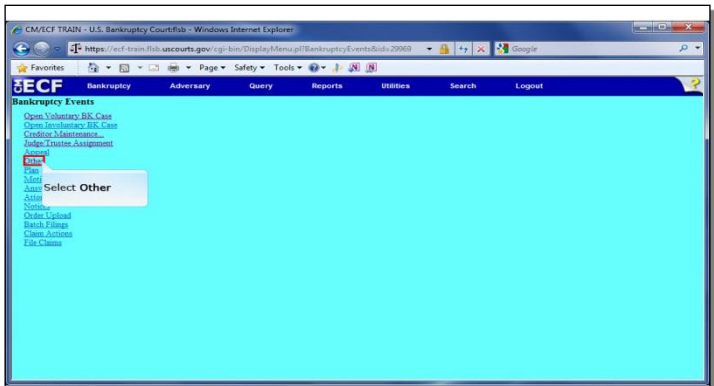
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Notes: Our first lesson focuses on filing the Certificate for the Budget and Credit Counseling Course. Each individual debtor is required to complete an approved course PRIOR to filing a new bankruptcy case. In a joint petition, both spouses must comply with this requirement. This course should not be confused with the Financial Management course which needs to be completed within 45 days after the first date set for the meeting of creditors.



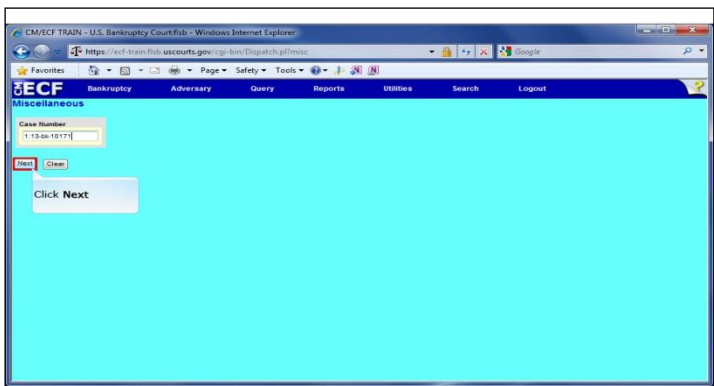
Slide 4

Notes: From the Main Menu bar, click Bankruptcy.



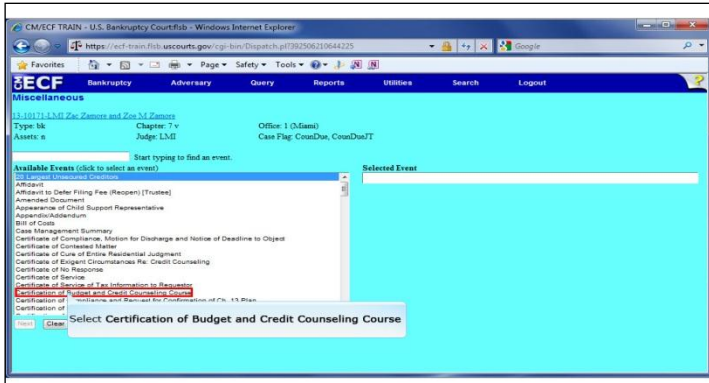
Slide 5

Notes: The Bankruptcy Events list will appear. Select Other from the list.



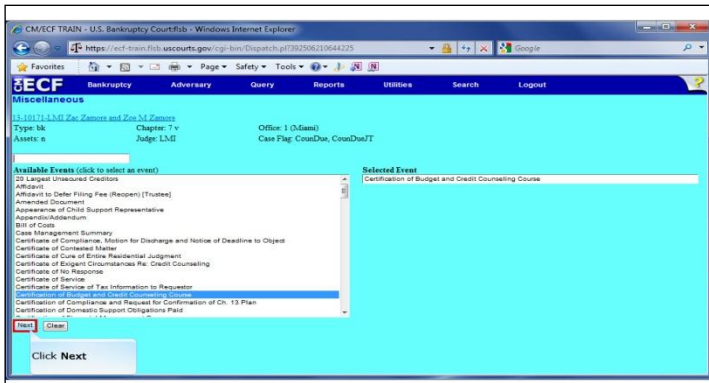
Slide 6

Notes: The Case Number screen will appear. Verify the case number and click Next.



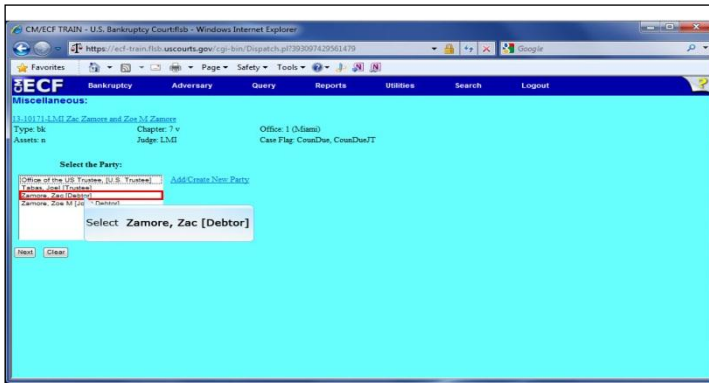
Slide 7

Notes: The Available Events screen will appear. From the Available Events list, select Certification of Budget and Credit Counseling Course.



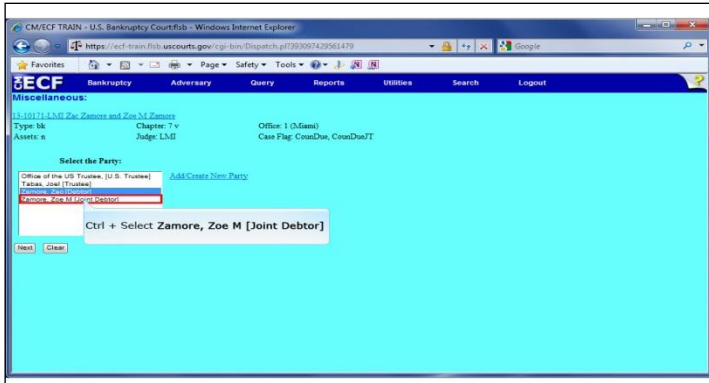
Slide 8

Notes: Confirm your selection appears under Selected Events and click Next to continue.



Slide 9

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



Slide 10

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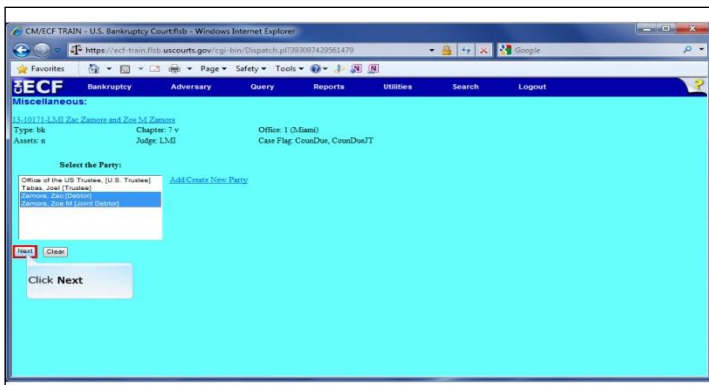
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Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



Slide 11

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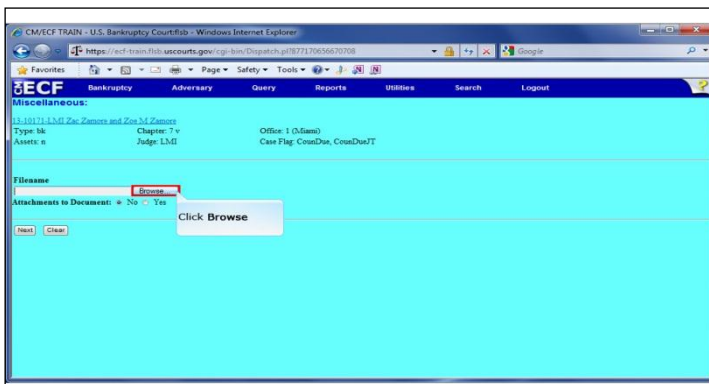
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Notes: Once both are highlighted, click Next.



Slide 12

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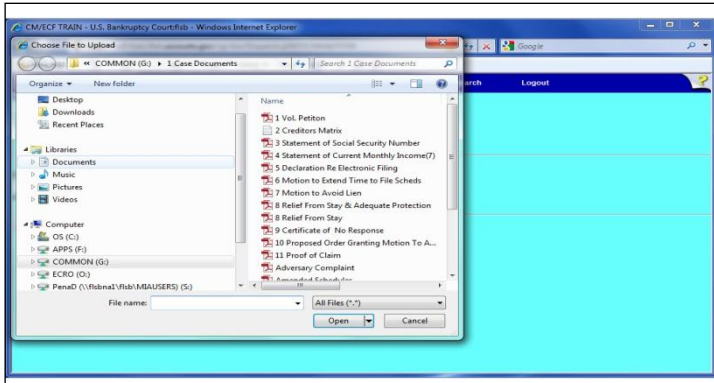
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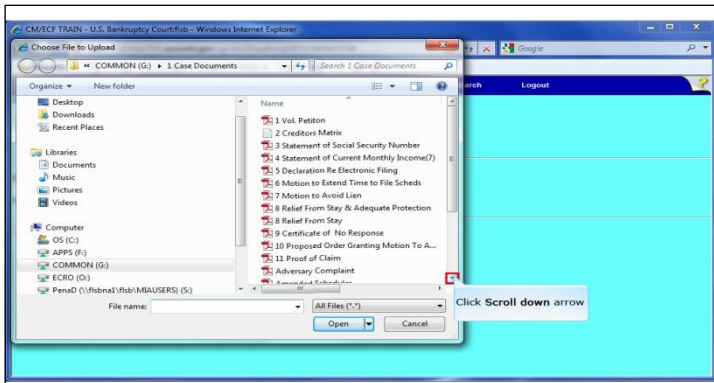
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Notes: The PDF selection screen will appear. Each individual debtor is required to file their own certification. A certification for a debtor and joint debtor may be filed in one event or each may be entered separately. For the purposes of this tutorial, we will include both certifications in one PDF. Click the Browse button to locate the PDF file.



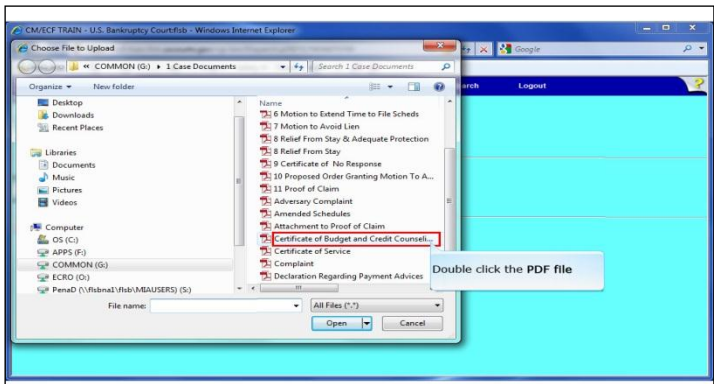
Slide 13

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



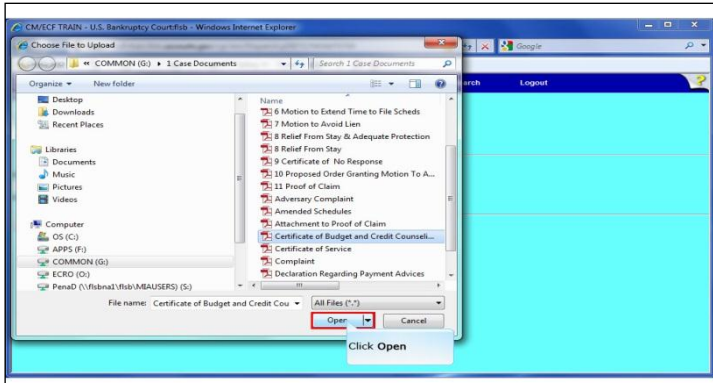
Slide 14

Notes: Click the Scroll Down arrow to locate the file.



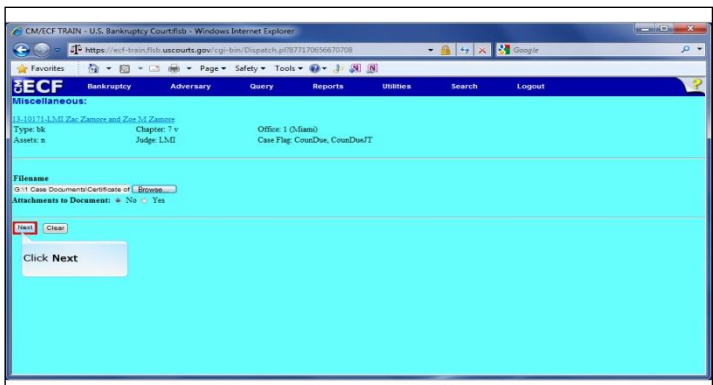
Slide 15

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file.



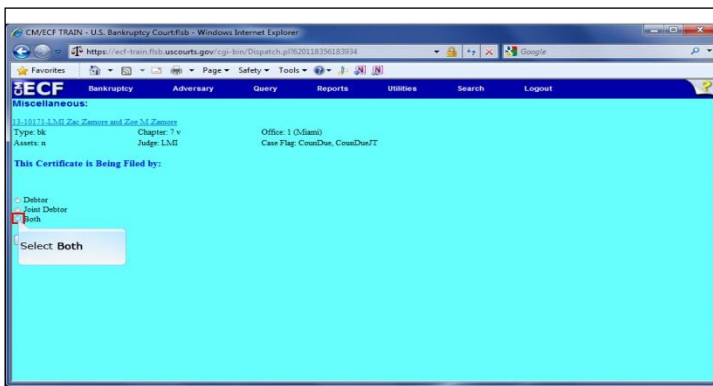
Slide 16

Notes: Click Open to associate the file with the case.



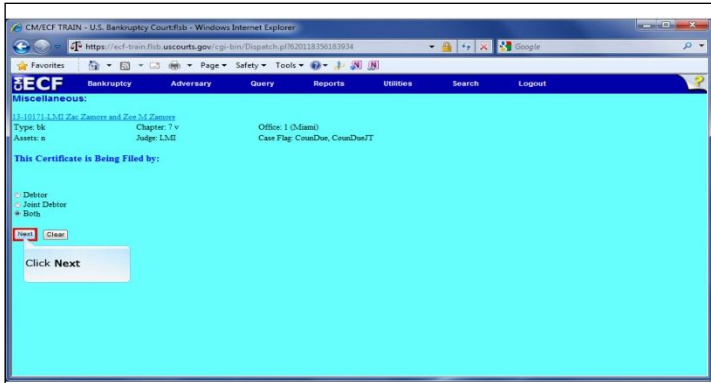
Slide 17

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 18

Notes: Since we included both certifications in one PDF, the Certificate is being filed by Both. Select Both.



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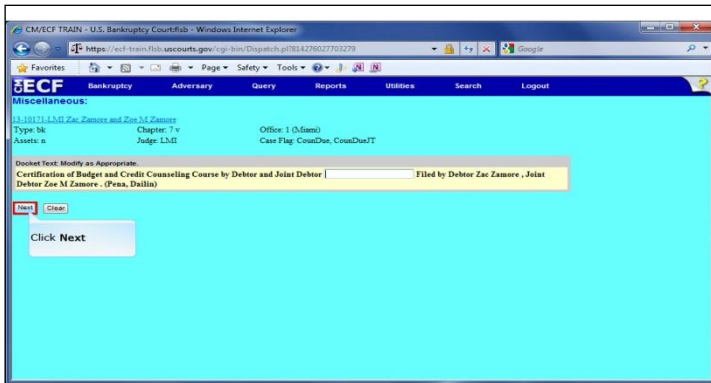
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Notes: Click Next to continue.



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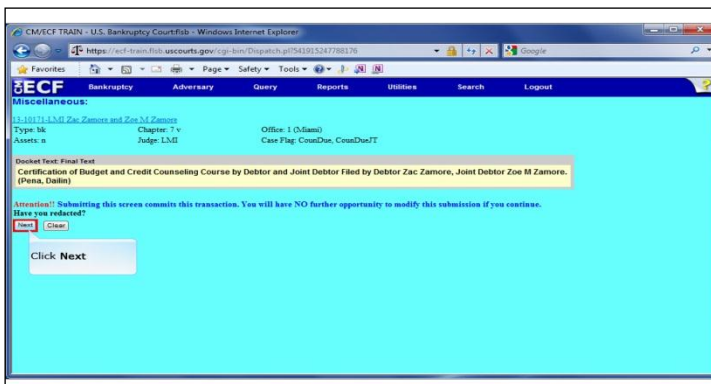
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Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next.



Slide 21

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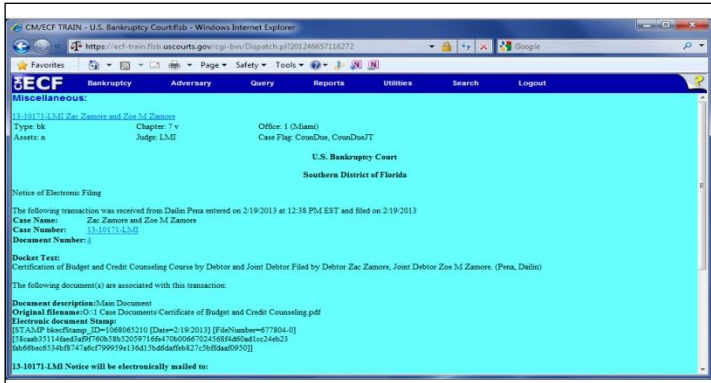
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.





Slide 22

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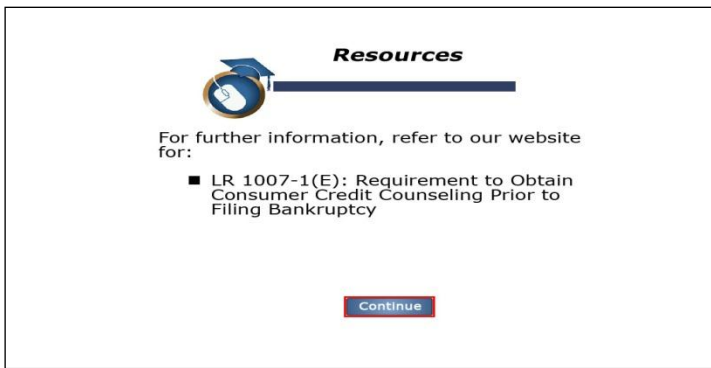
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Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER log in and published fees will apply.



Slide 23

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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



Slide 24

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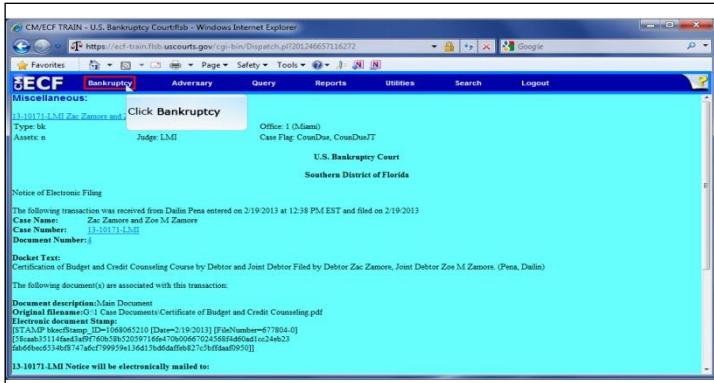
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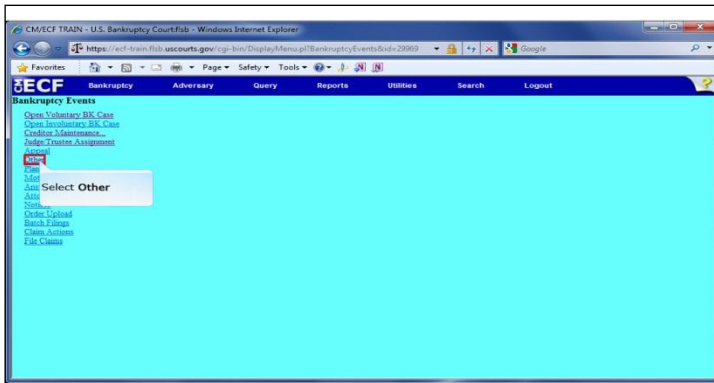
Notes: We are now ready to file our next required pleading, the Statement of Current Monthly Income and Means Test Calculation (Form B22A for a Chapter 7 case).





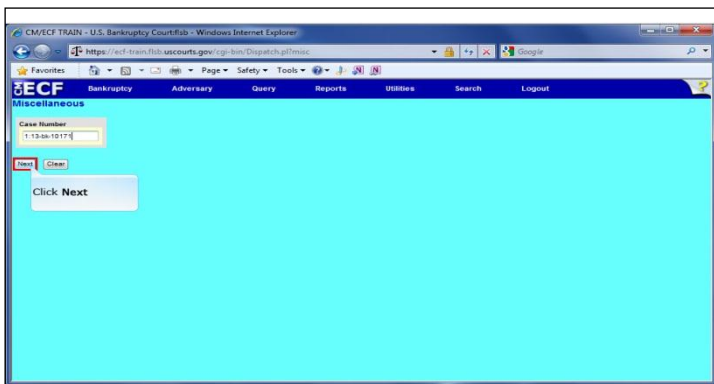
Slide 25

Notes: From the Main Menu bar, click Bankruptcy.



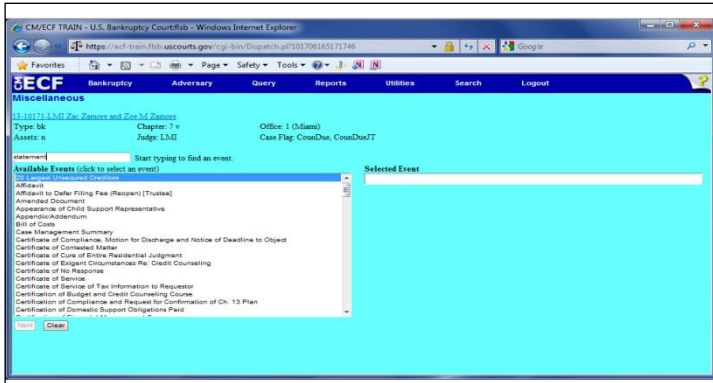
Slide 26

Notes: The Bankruptcy Events list will appear. Select Other from the list to get started with your transaction.



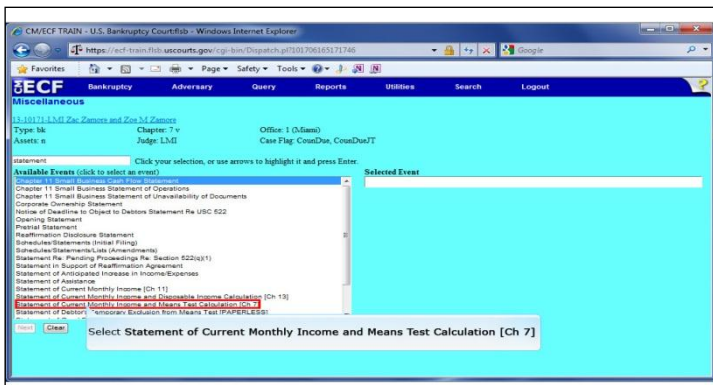
Slide 27

Notes: The Case Number screen will appear. Verify the case number and click Next.



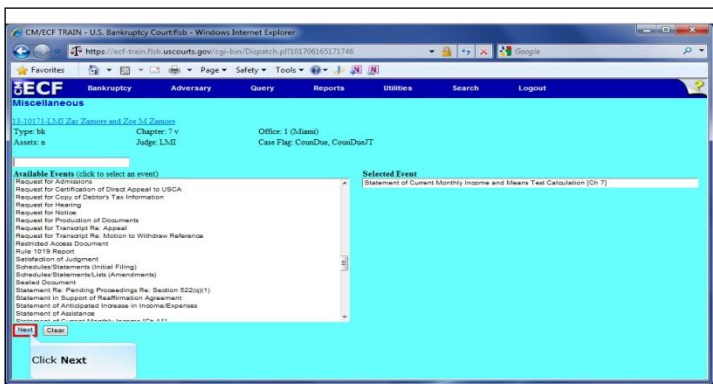
Slide 28

Notes: The Available Events screen will appear. Click in the text box and type “statement” to narrow your search.



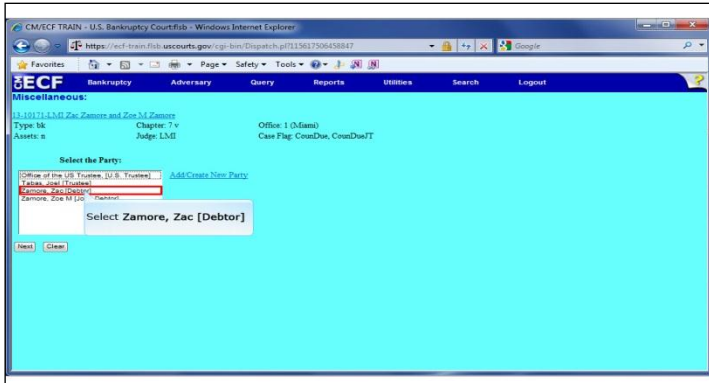
Slide 29

Notes: Select Statement of Current Monthly Income and Means Test Calculation (Ch 7) from the list.



Slide 30

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



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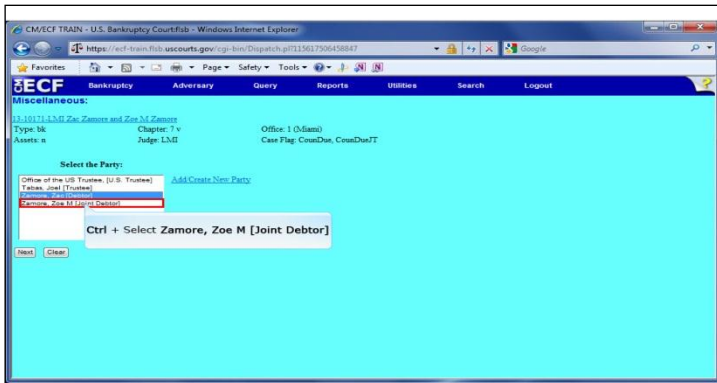
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Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



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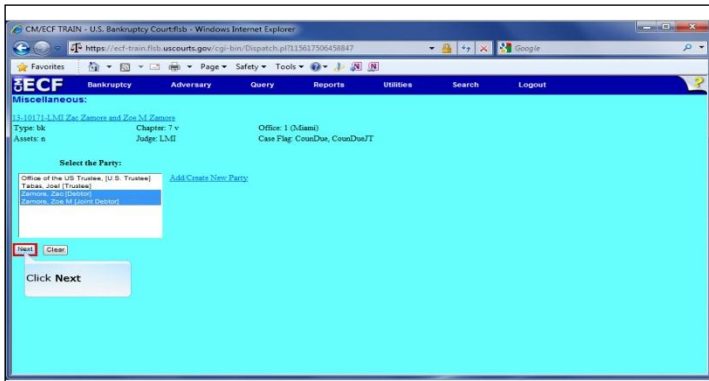
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Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



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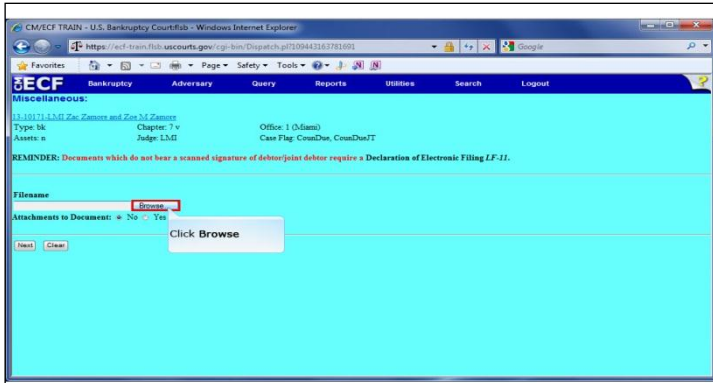
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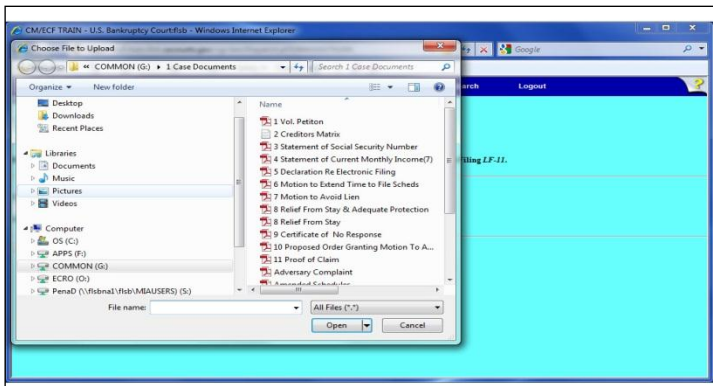
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Notes: Once both are highlighted, click Next.



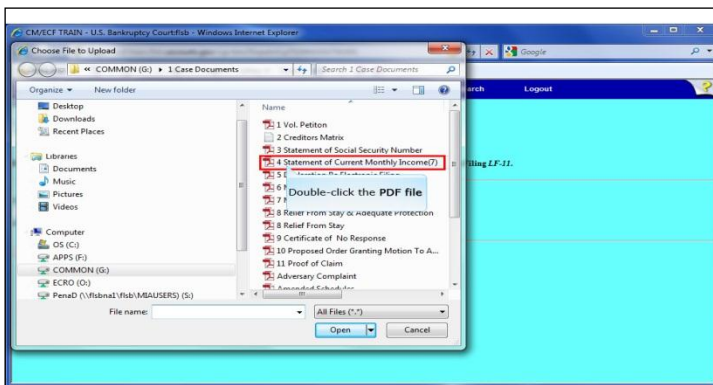
Slide 34

Notes: The PDF selection screen will appear. Review the Reminder concerning signatures and proceed accordingly. We will be filing a Declaration for Electronic Filing after we are done with this transaction. Click the Browse button to locate the PDF file.



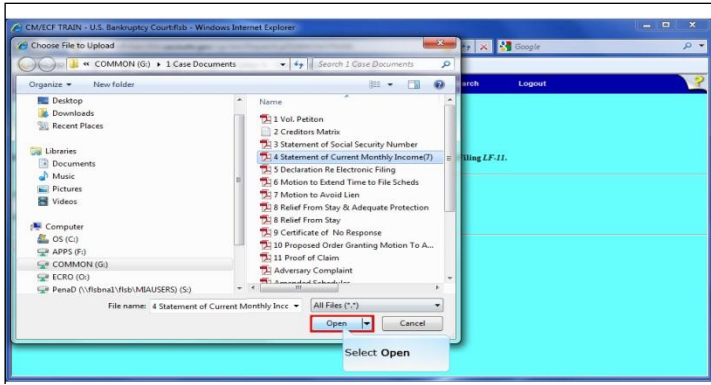
Slide 35

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



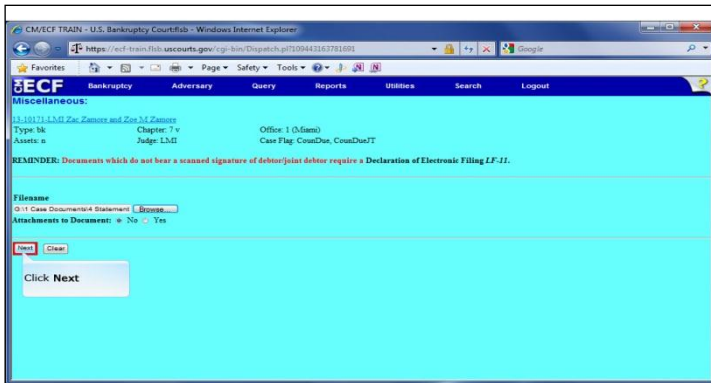
Slide 36

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file



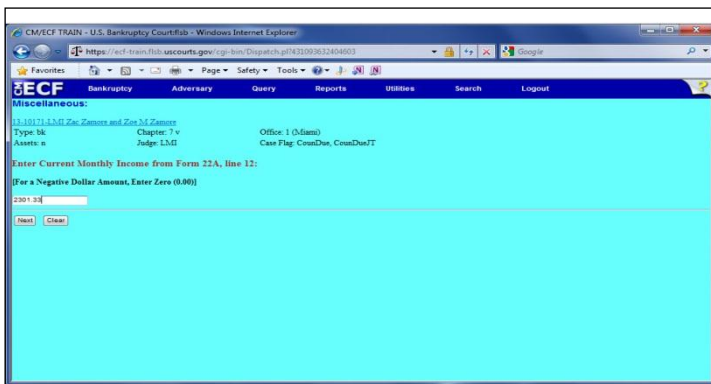
Slide 37

Notes: and click Open to associate the file with the case.



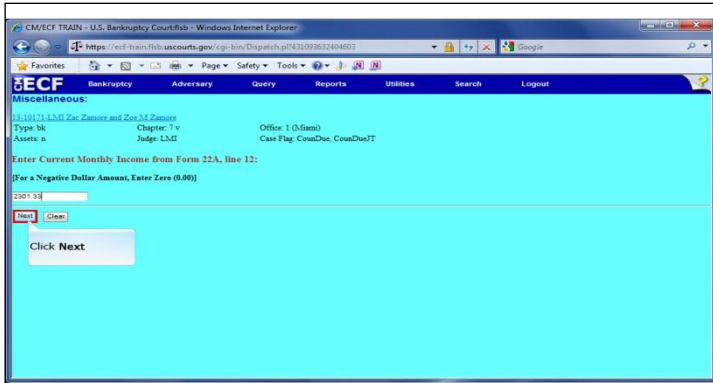
Slide 38

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



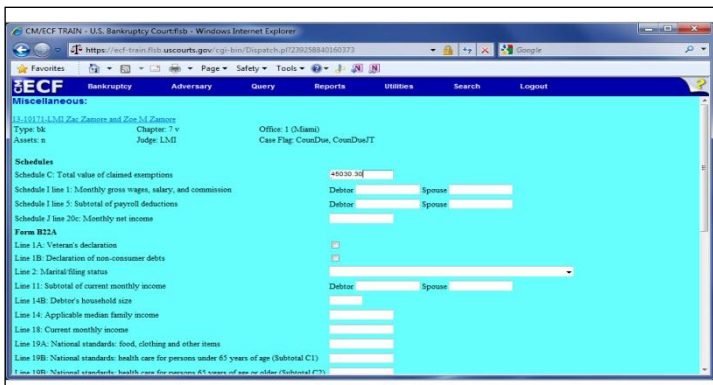
Slide 39

Notes: Click in the text box and enter the current monthly income amount from Form 22A, line 12.



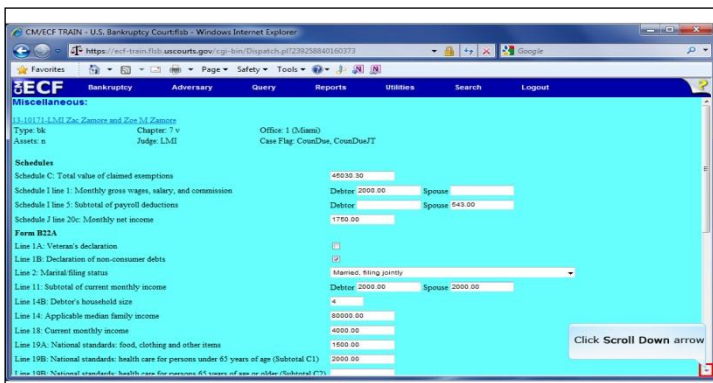
Slide 40

Notes: Click Next to continue.



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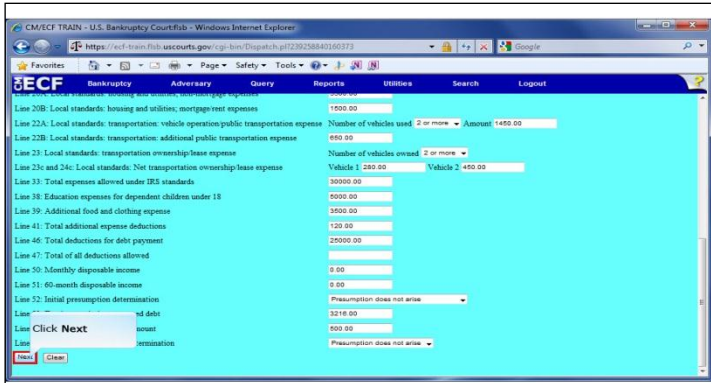
Notes: The Statistical Data screen will appear. Complete all the fields contained in the Statement of Current Monthly Income and the Summary of Schedules. If the Summary of Schedules has not been filed this can be left blank. For this tutorial, both are filed and the information has been entered for you.



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Notes: If the filer seeks a temporary exclusion from the means test under the National Guard and Reservist Debt Relief Act of 2008, in addition to filing Form B22A, file the paperless entry (Statement of Debtors Temporary Exclusion from Means Test) - found under the Other category – after all other case opening events have been entered. Scroll down to the bottom of the screen to continue.





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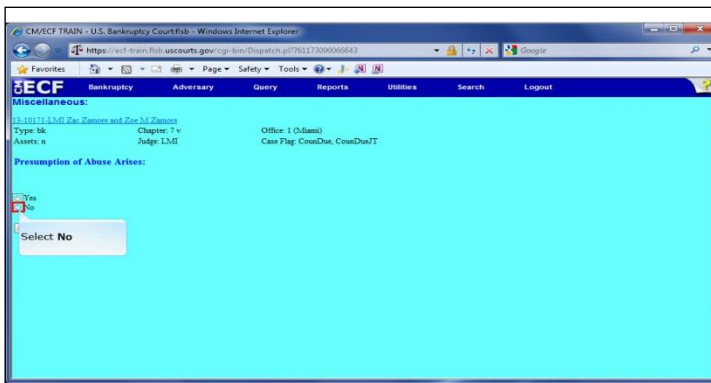
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Notes: Verify the accuracy of the data entry and click Next.



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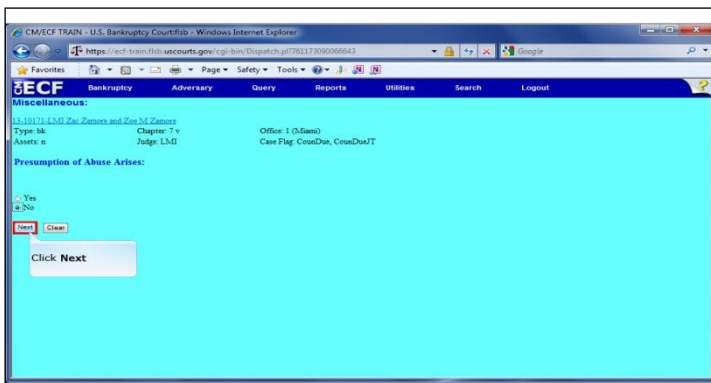
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Notes: The Presumption of Abuse Arises screen will appear. For Chapter 7 cases, the abuse summary is captured in the upper right corner of Form B22A. The presumption of abuse will also appear on the Meeting of Creditors notice served upon all parties by the Clerk's Office. For this tutorial, confirm presumption of abuse does not arise by selecting NO.



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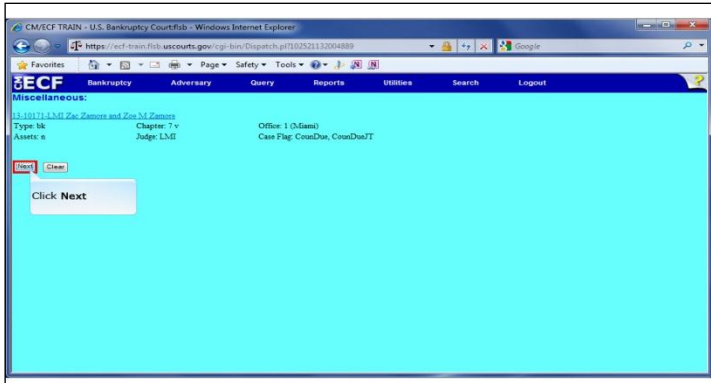
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Notes: Click Next to continue.





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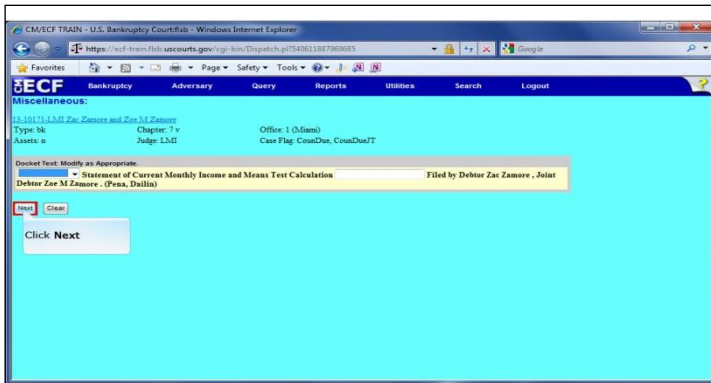
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Notes: Click Next at the default screen.



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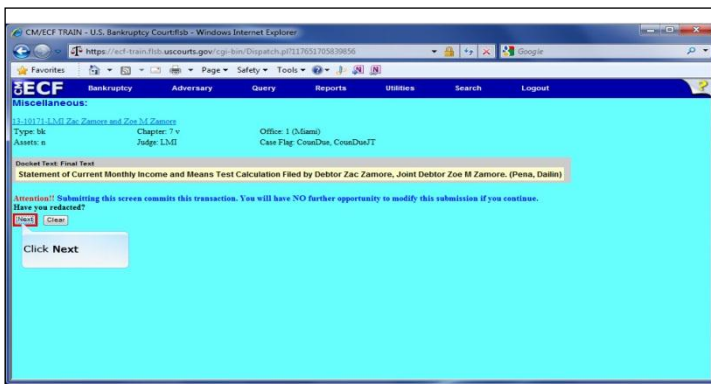
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Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



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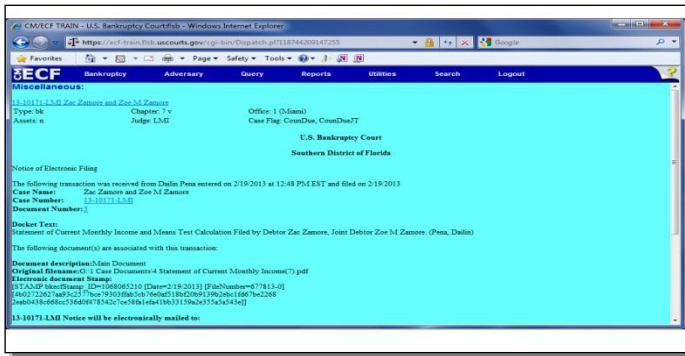
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



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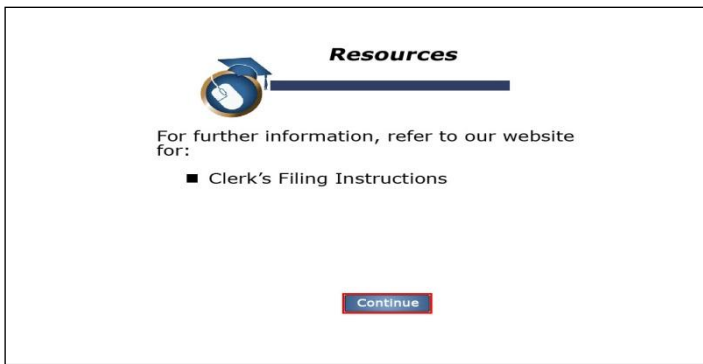
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Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



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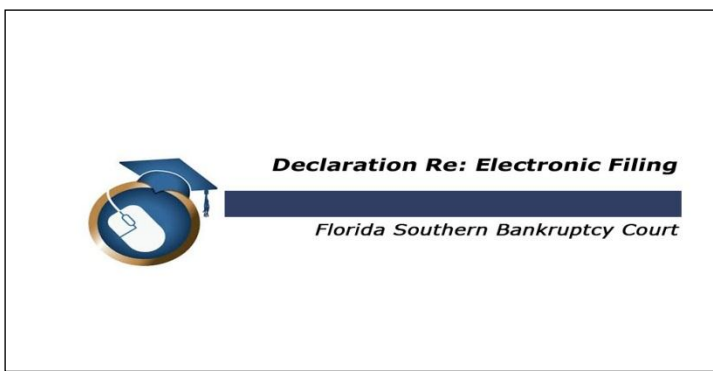
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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



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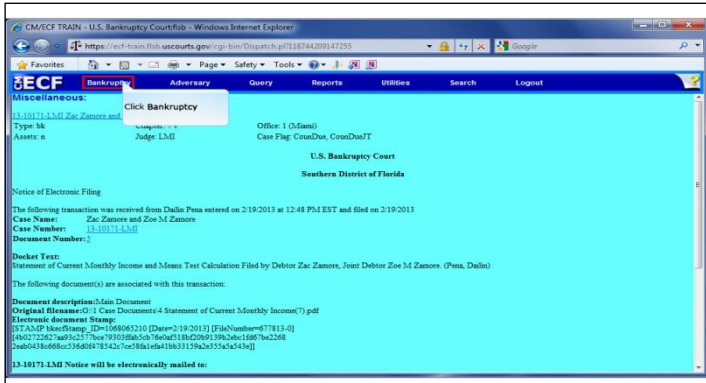
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Notes: Welcome to the lesson on Declaration for Electronic Filing. Debtors with attorneys must sign the Local Form Declaration Under Penalty of Perjury to Accompany Petitions, Schedules, Filing Fee Applications and Statements Filed Electronically (LF-11). This declaration must be filed with each electronically filed initial petition or amended petition and must contain the imaged signature of the debtor. Additionally, the Local Form provides instructions for when to submit this form with other documents.



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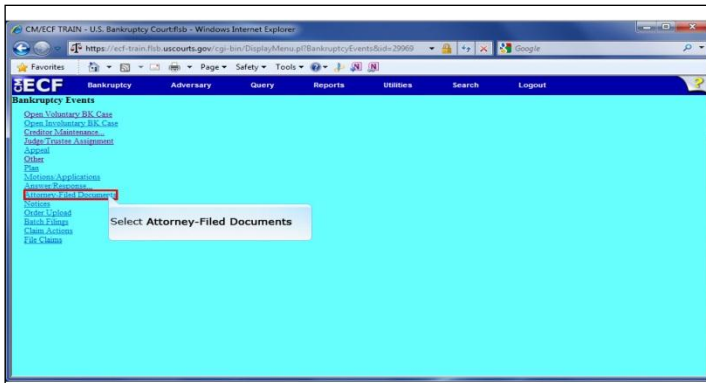
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Notes: From the Main Menu bar, click Bankruptcy.



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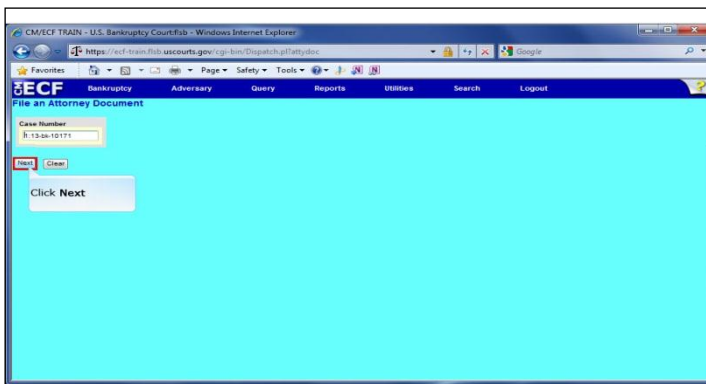
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Notes: The Bankruptcy Events list will appear. Select Attorney Filed Documents from the list.



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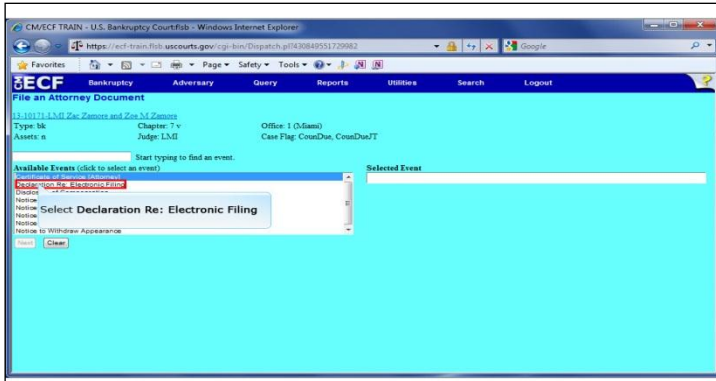
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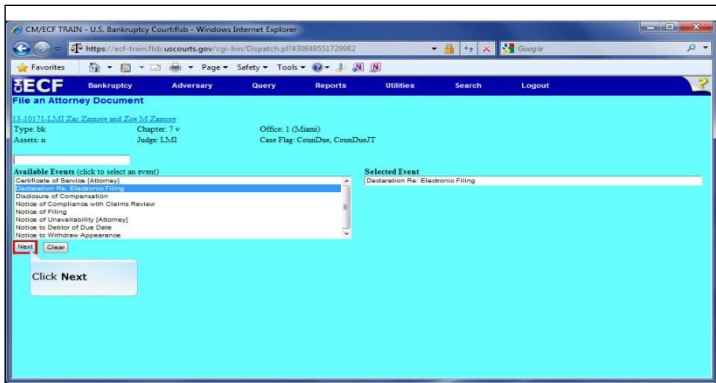
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Notes: The Case Number screen will appear. Verify the case number and click Next.



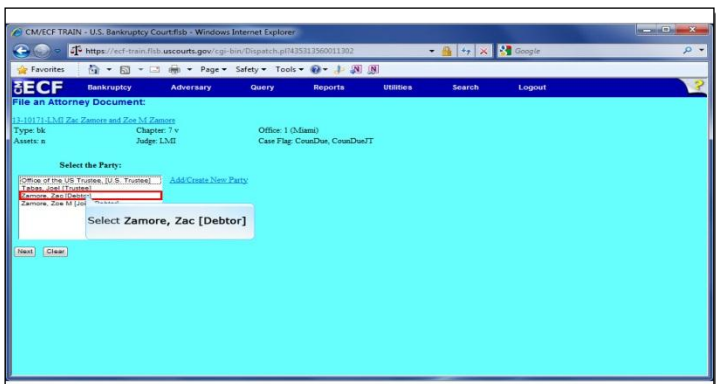
Slide 55

Notes: The Available Events screen will appear. Select Declaration Re: Electronic Filing from the list.



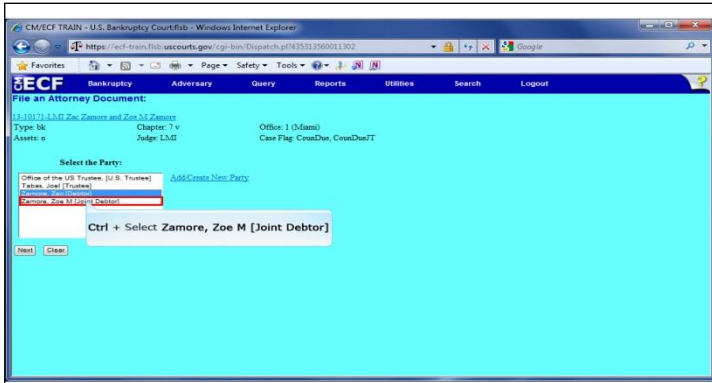
Slide 56

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



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Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



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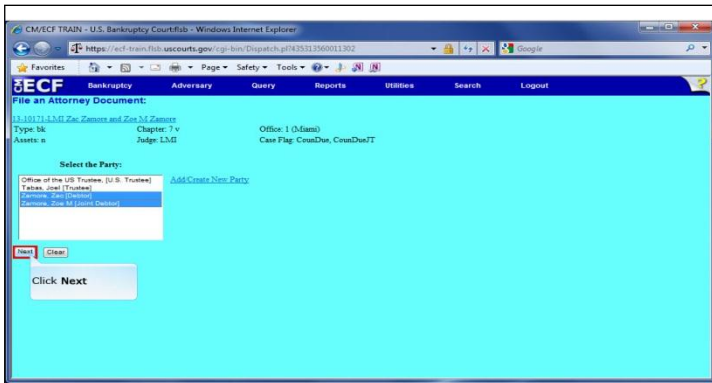
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Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



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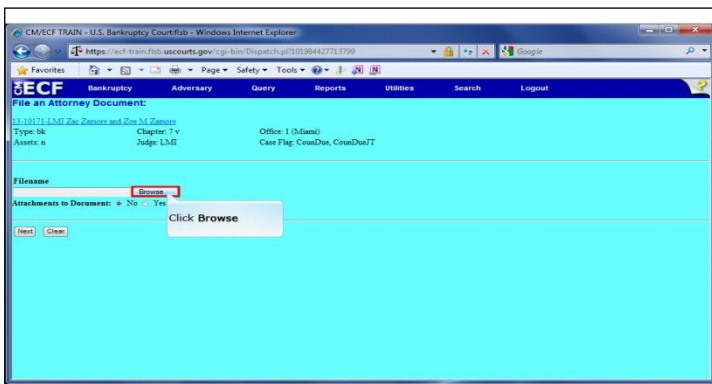
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Notes: Once both are highlighted, click Next.



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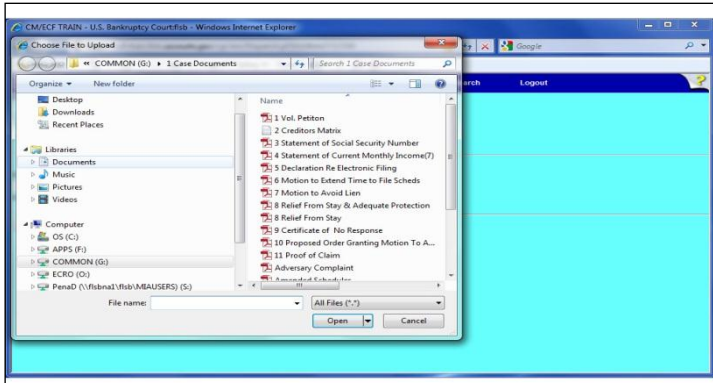
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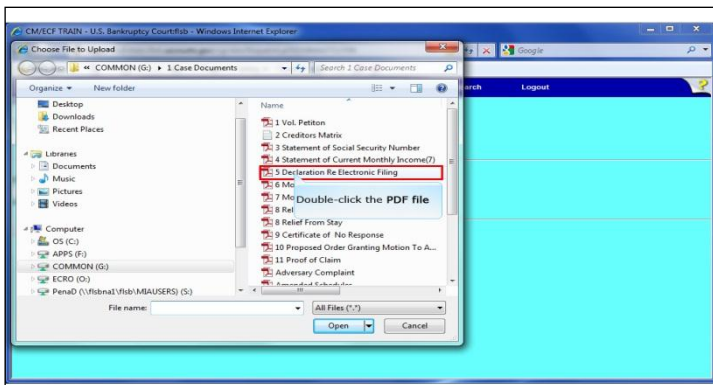
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Notes: The PDF selection screen will appear. Click the Browse button to locate the PDF file.



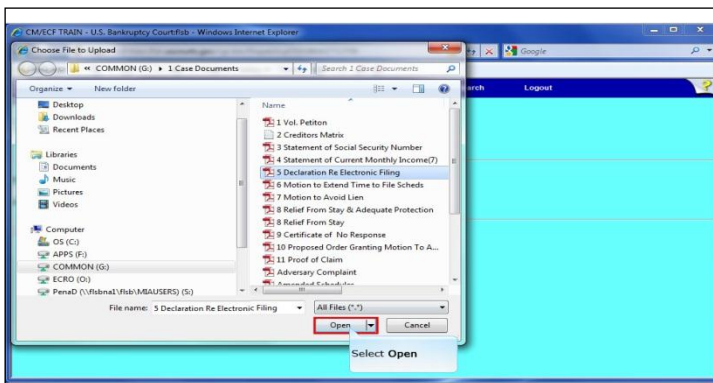
Slide 61

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



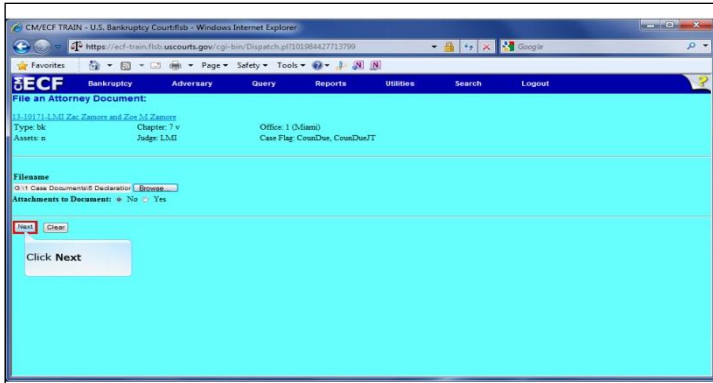
Slide 62

Notes: Before uploading, verify the correct PDF file is selected. Additionally, verify the PDF has the imaged signatures of the debtors, identifies the documents to which it refers, and the date when the original document was executed. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file.



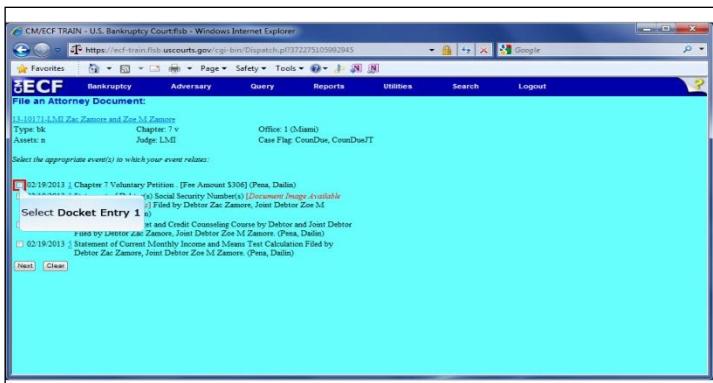
Slide 63

Notes: Click Open to associate the file with the case.



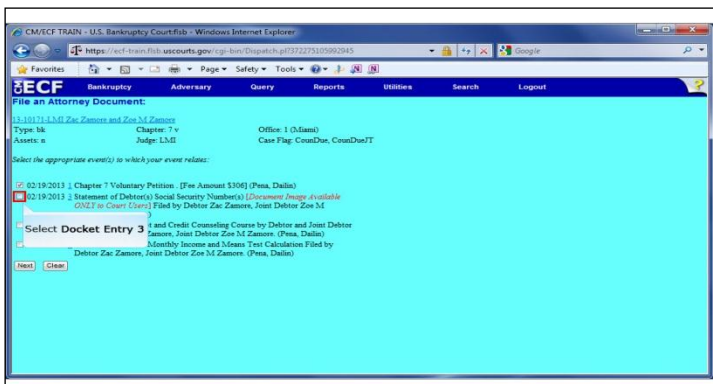
Slide 64

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 65

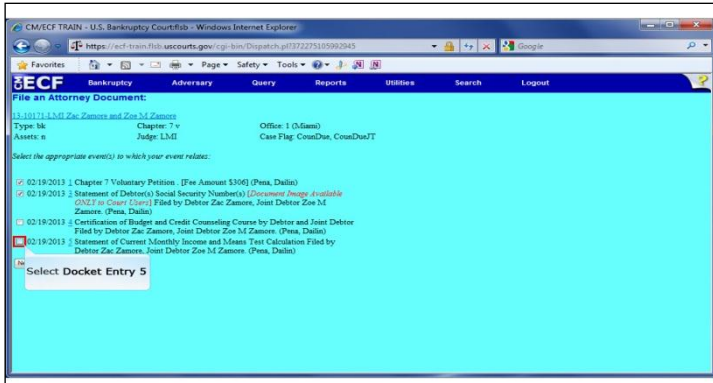
Notes: The Select Events screen appears. Select the same documents contained in the Declaration. The selections on this screen must match the PDF file. Start by selecting docket entry 1: the Chapter 7 Voluntary Petition.



Slide 66

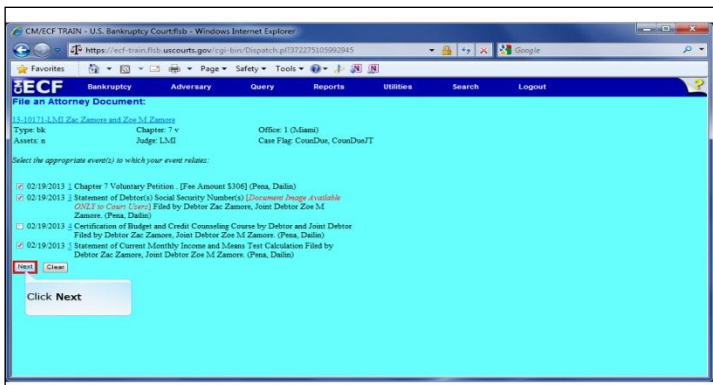
Notes: Next, select docket entry 3: Statement of Debtor(s) Social Security Number(s).





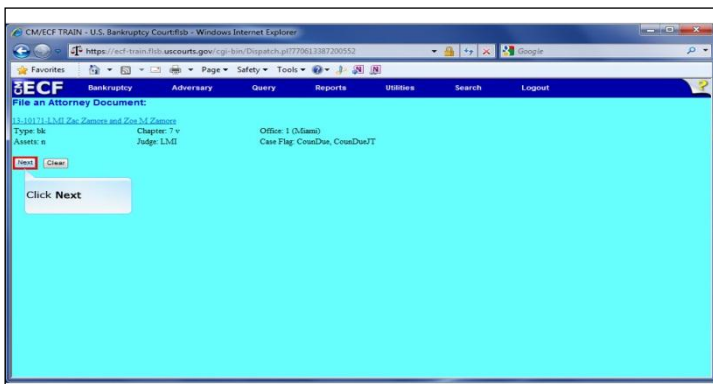
Slide 67

Notes: Last, select docket entry 5: Statement of Current Monthly Income and Means Test Calculation.



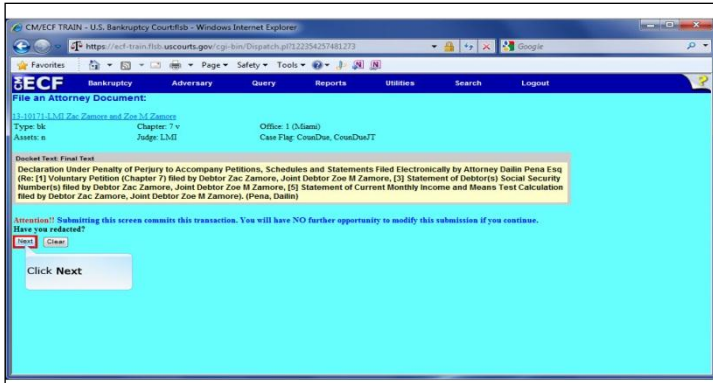
Slide 68

Notes: Once the documents have been selected, click Next.



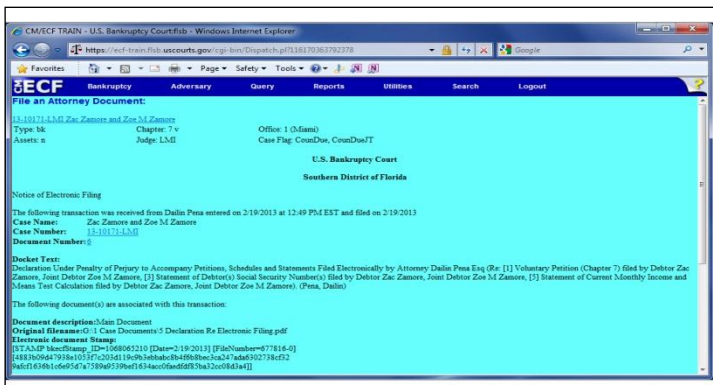
Slide 69

Notes: At the default screen, click Next.



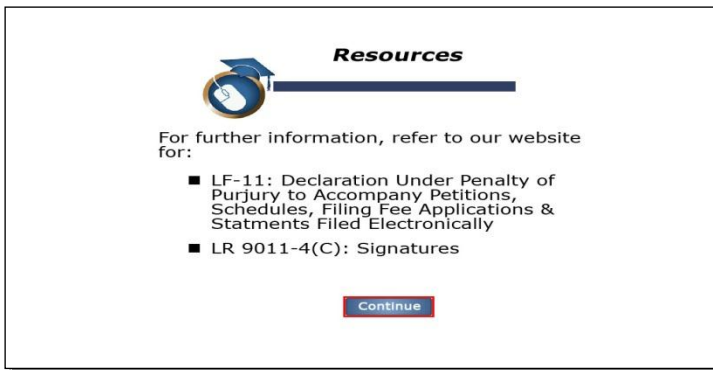
Slide 70

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 71

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER log in and published fees will apply.



Slide 72

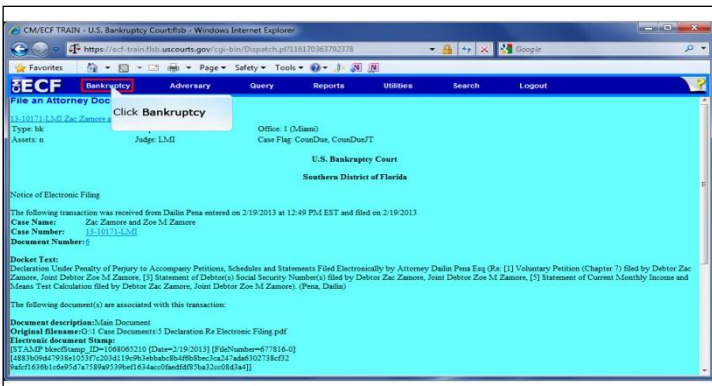
Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.

Slide 73



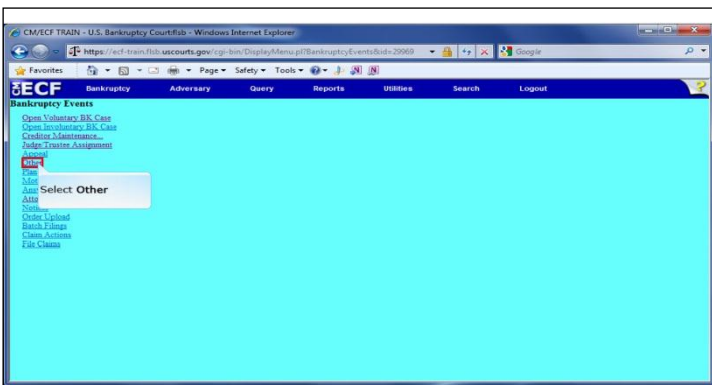
Notes: As part of case opening, payment advices are filed. Use LF-10 Declaration Regarding Payment Advices with attached copies of all payment advices or other evidence of income. Before filing, privacy information in payment advices and other attachments must be redacted.

Slide 74

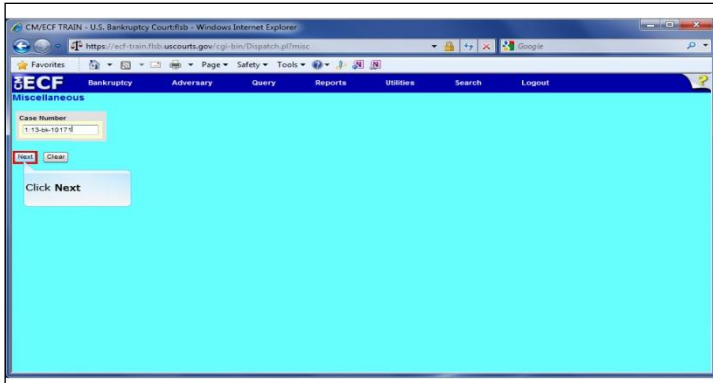


Notes: From the Main Menu bar, click Bankruptcy.

Slide 75



Notes: The Bankruptcy Events list will appear. Select Other from the list.



Slide 76

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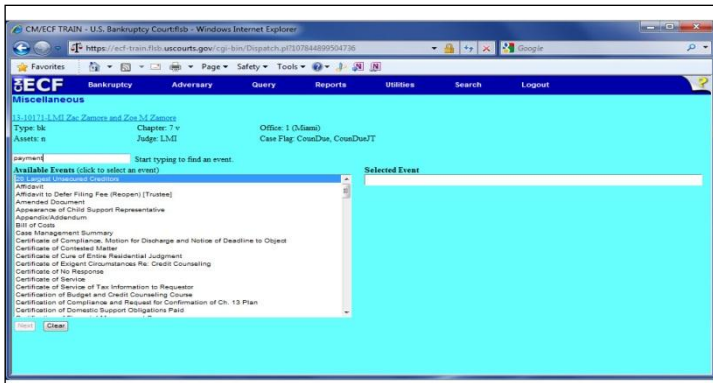
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Notes: The Case Number screen will appear. Verify the case number and click Next.



Slide 77

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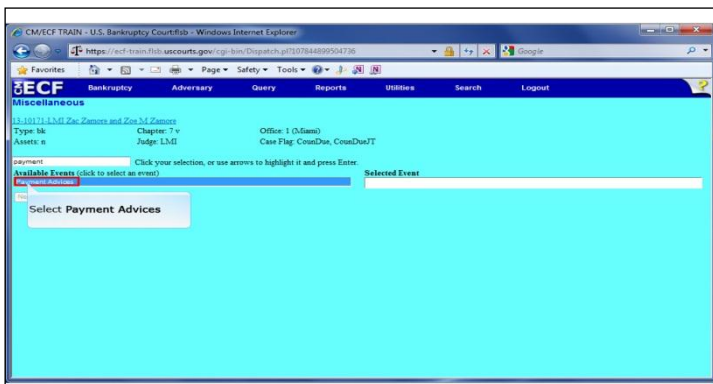
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Notes: The Available Events screen will appear. Click in the text box and type "payment" to narrow your search.



Slide 78

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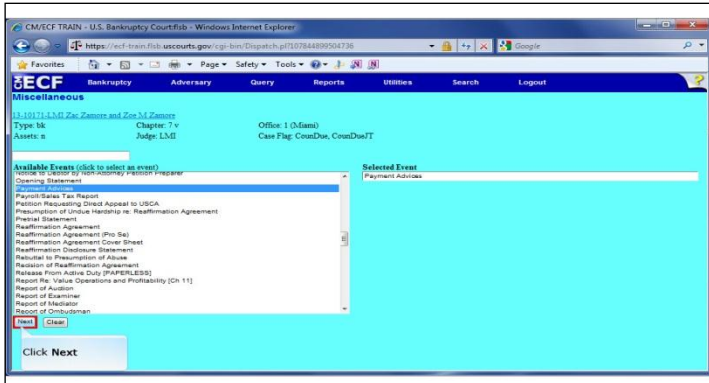
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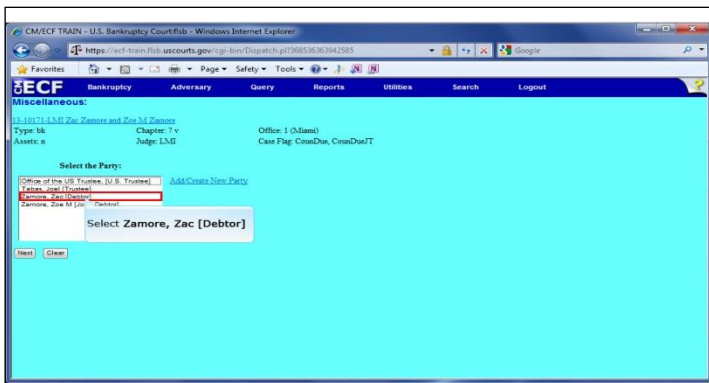
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Notes: From the Available Events list, select Payment Advices.



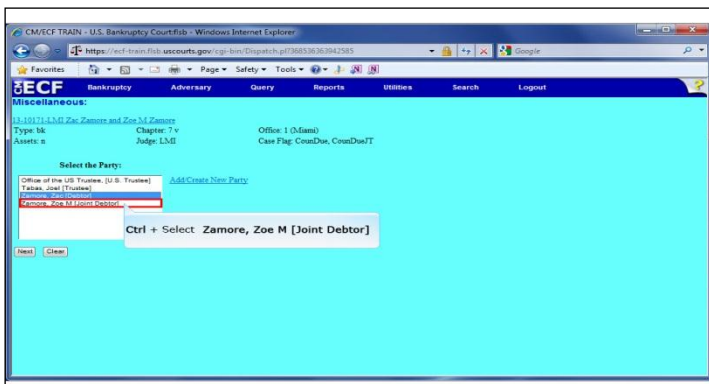
Slide 79

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



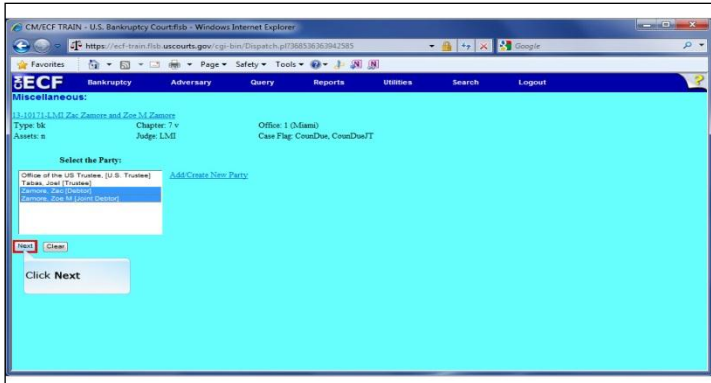
Slide 80

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



Slide 81

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



Slide 82

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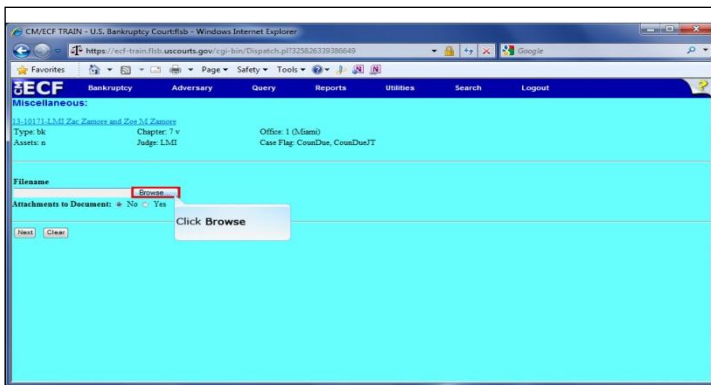
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Notes: Once both are highlighted, click Next.



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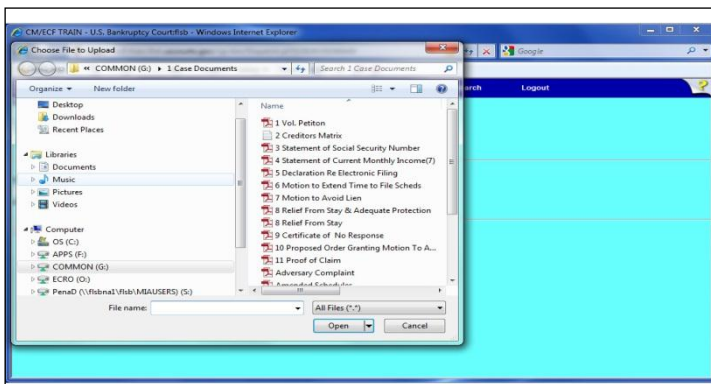
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Notes: The PDF selection screen will appear. Click the Browse button to locate the PDF file.



Slide 84

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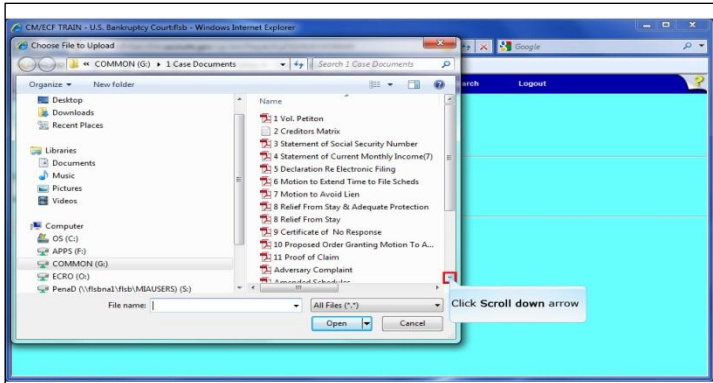
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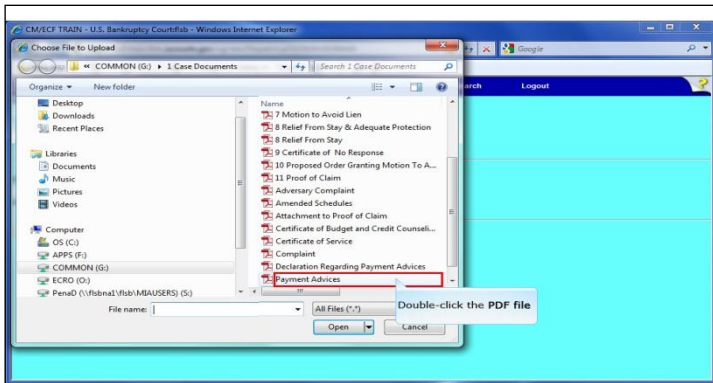
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Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



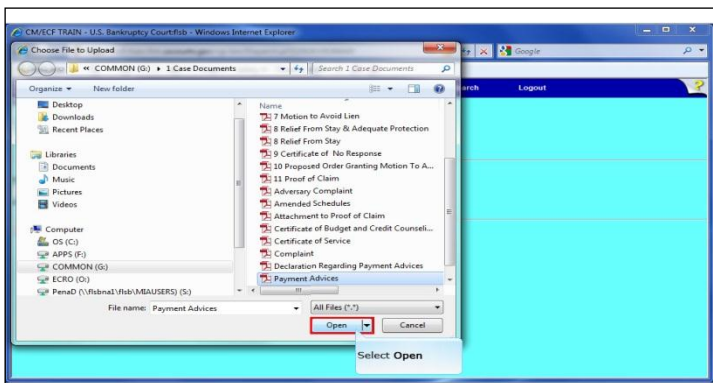
Slide 85

Notes: Click on the Scroll Down arrow to find the file.



Slide 86

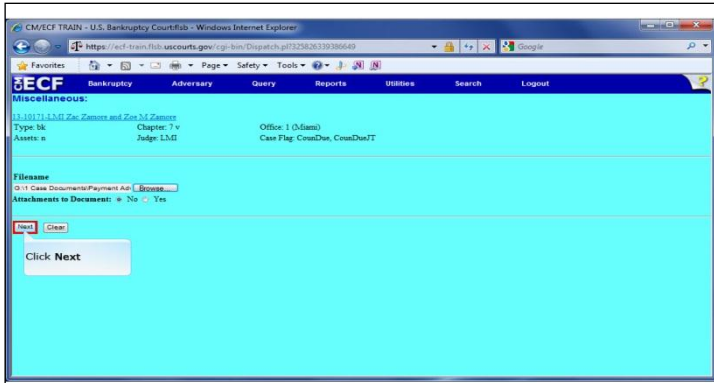
Notes: Before uploading, verify the correct PDF file is selected and has been redacted. The LF-10 should appear as the main document followed by the actual payment advices, if included. The payment advices for both debtors are included in this one PDF. Double-click the PDF file.



Slide 87

Notes: Click Open to associate the file with the case.





Slide 88

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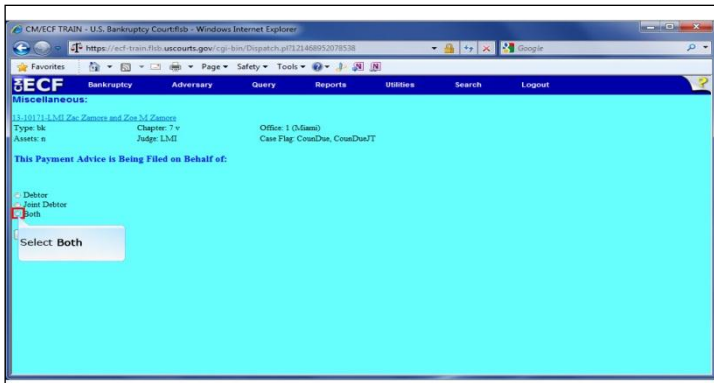
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Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 89

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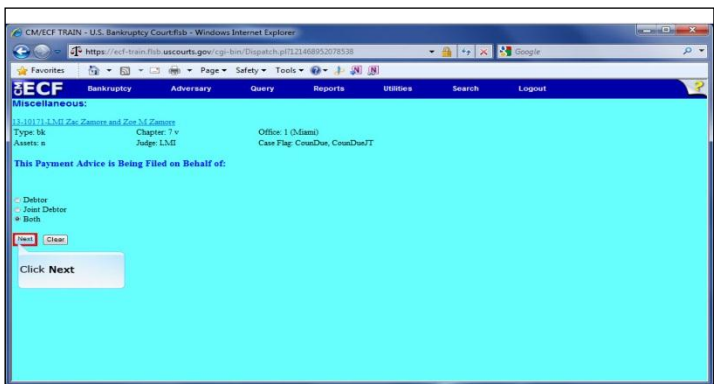
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Notes: Since payment advices are being filed as one PDF file for both debtors, select Both.



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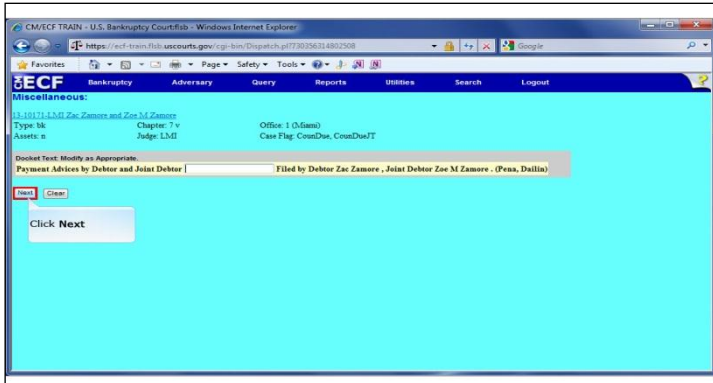
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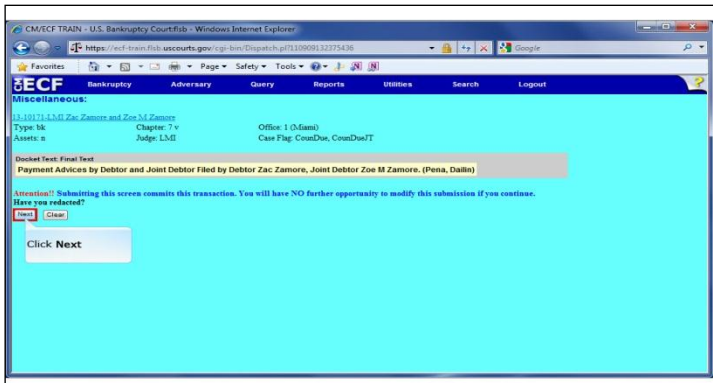
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Notes: Click Next to continue.



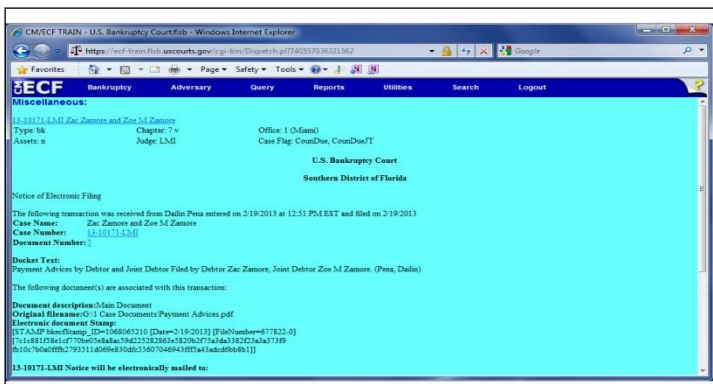
Slide 91

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



Slide 92

Notes: The Final Docket Text screen will appear. Click Next to commit transaction.



Slide 93

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply. The debtors must next complete and certify the Personal Financial Management course within CM/ECF before the discharge can be entered.



**Resources**

For further information, refer to our website for:

- FRBP 9037: Privacy Protection for Filings Made with the Court
- LF-10: Declaration Regarding Payment Advices
- LR 1007-1(F): Payment Advices

[Knowledge Check](#)

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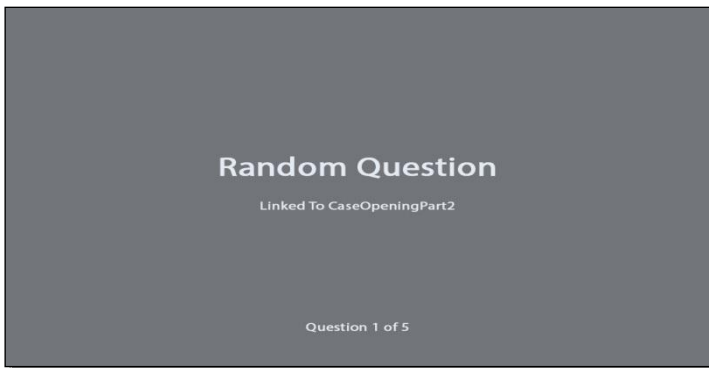
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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



**Random Question**

Linked To CaseOpeningPart2

Question 1 of 5

Slide 95 - 100

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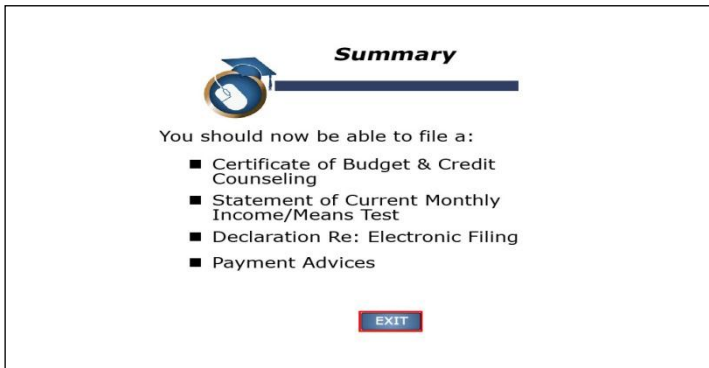
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Notes:



**Summary**

You should now be able to file a:

- Certificate of Budget & Credit Counseling
- Statement of Current Monthly Income/Mean Test
- Declaration Re: Electronic Filing
- Payment Advices

[EXIT](#)

Slide 101

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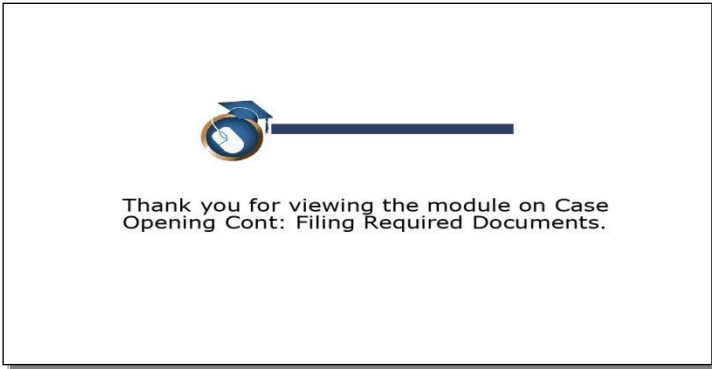
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Notes: Now that you have reviewed this learning module, you will be able to file a Certificate of Budget & Credit Counseling, Statement of Current Monthly Income/Mean Test, Declaration Re: Electronic Filing, and Payment Advices to complete the filing process for case opening. In addition, you are required to file a Disclosure of Compensation. This event is located under the Attorney Filed Documents menu. Click EXIT when you are finished.



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Notes:

 Knowledge Check	Question 1 of 5
<p><b>The Certificate for Budget and Credit Counseling course can be filed for whom in one docket entry?</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) the debtor</li><li><input type="radio"/> B) the joint debtor</li><li><input type="radio"/> C) both the debtor &amp; joint debtor</li><li><input type="radio"/> D) none of the above</li></ul>	

Question 1

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Notes:

 Knowledge Check	Question 2 of 5
<p><b>Fill out the statistical screens with the information contained in the:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) Statement of Currently Monthly Income</li><li><input type="radio"/> B) Summary of Schedules</li><li><input type="radio"/> C) Both A and B</li><li><input type="radio"/> D) None of the above</li></ul>	

Question 2

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Notes:

 Knowledge Check	Question 3 of 5
<p><b>Filing the Local Form Declaration Regarding Payment Advices and/or supporting documents is required for each individual debtor.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

Question 3

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Notes:

Question 4

 Knowledge Check Question 4 of 5

**When a Declaration of Electronic Filing is filed, the filer must select the same documents identified in the form.**

A) True  
 B) False

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Notes:

Question 5

 Knowledge Check Question 5 of 5

**Complete the sentence below by filling in the blanks.**

To file a Declaration of Electronic Filing select  from the Bankfuptcy events category.

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**Options:** Answer/Response; Other; Motions/Applications; Attorney Filed Documents

Notes: