

Slide 1

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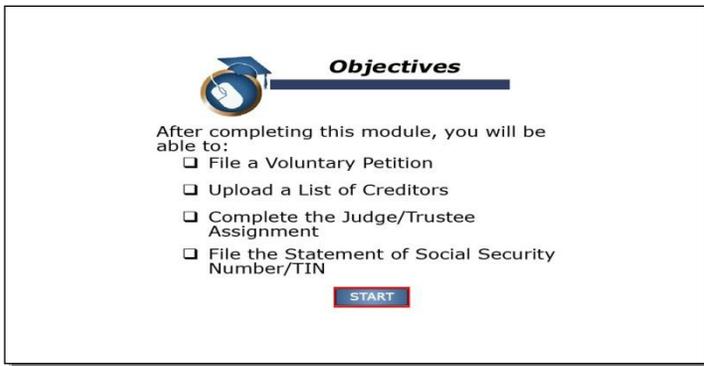
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Notes: Welcome to the training module on Case Opening: Filing a New Bankruptcy Case. This module guides you through the process of case opening when experiencing bankruptcy petition preparation software program failure or in lieu of having it.



Slide 2

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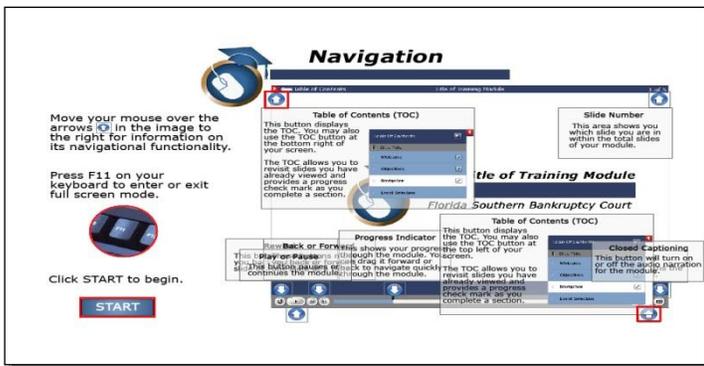
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Notes: After completing this module, you will be able to file a voluntary petition, upload a List of Creditors, complete the Judge/Trustee assignment, and file the Statement of Social Security Number/TIN. When you are ready to begin, click START.



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Notes: Take a moment to review the navigation instructions on this screen. Use the Table of Contents to review a lesson or quickly access the Knowledge Check if you are already familiar with the content. Additionally, enable the Closed Captioning to view the text for the slide. When you are ready to begin, click START.



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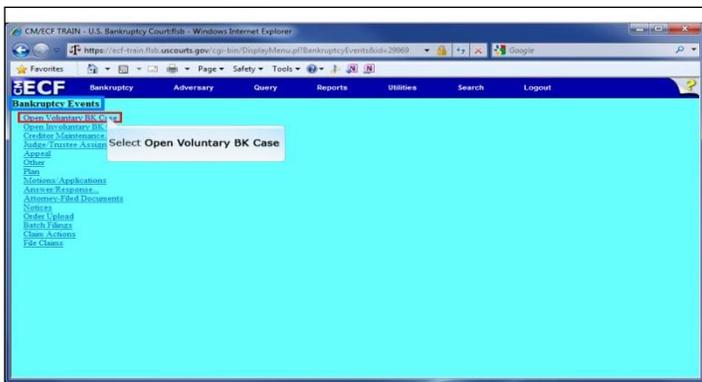
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Notes: From the Main Menu bar, click Bankruptcy to start the process of filing your voluntary petition package.



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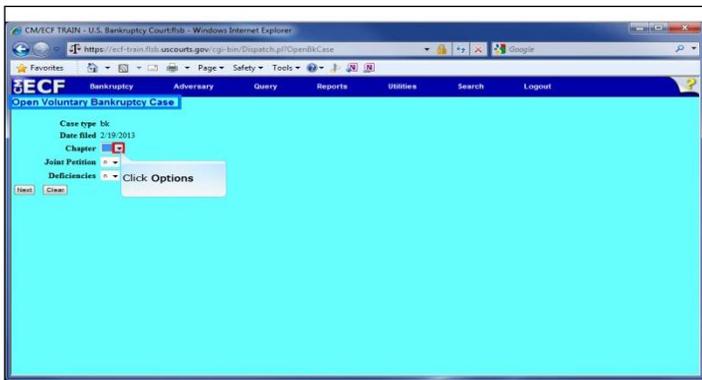
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Notes: The Bankruptcy Events list will appear. Select Open Voluntary BK Case from the list.



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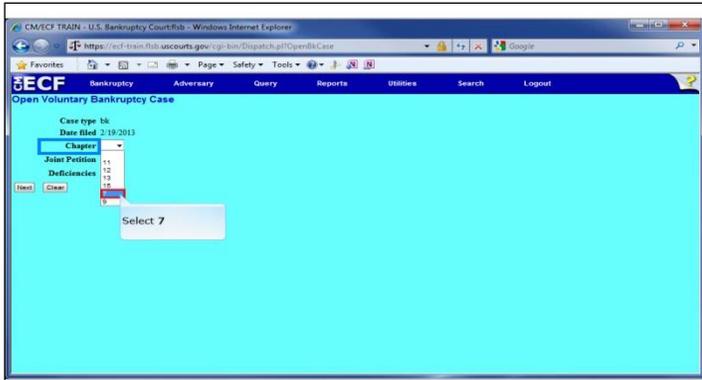
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Notes: In the Open Voluntary Bankruptcy Case screen, you will input the primary elements of the case. For the purposes of this tutorial, you will be filing a Chapter 7 petition for joint debtors. By Chapter, click the Options button.



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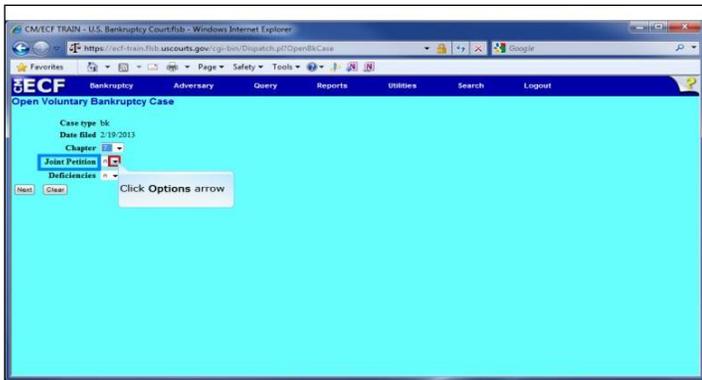
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Notes: Select 7 from the list.



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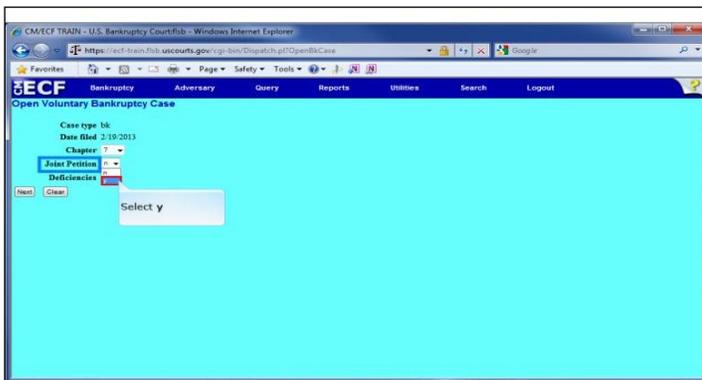
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Notes: Joint Petition defaults to No for an individual. Click the Options button.



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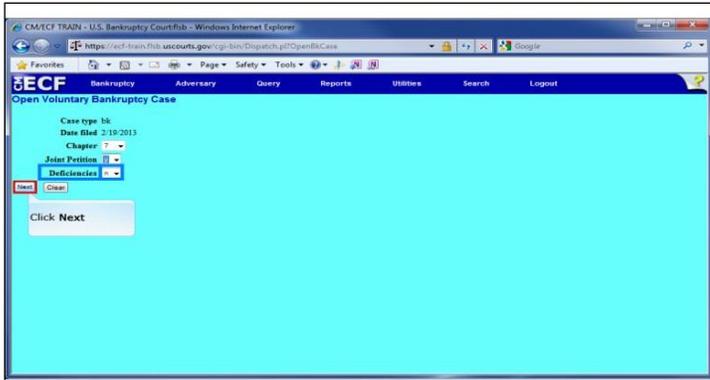
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Notes: Change it to Yes for joint petitions.



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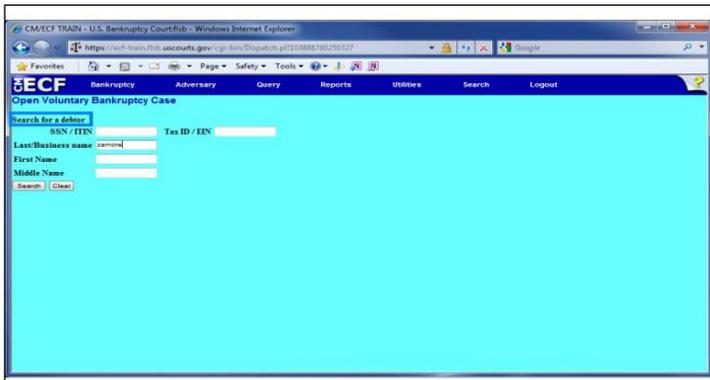
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Notes: For Deficiencies, always accept the default of No (this is reserved for internal use by the Clerk's Office). Click Next to continue.



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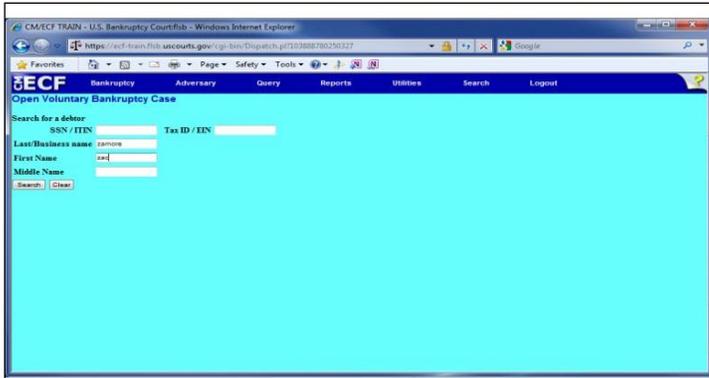
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Notes: The Search for a Debtor screen will appear. Debtors must be searched in the court's database - even when page two of the petition indicates no prior case- to avoid duplicity of party filers. Since we selected joint debtors, you will work on the debtor first and then perform similar steps for the joint debtor. You can search the CM/ECF database using various fields to narrow down your search: SSN/ITIN, Tax ID/EIN, Last or Business name, First name, and Middle name. The debtor's name (and joint debtor's, if applicable) must always be entered exactly as it appears on the petition. The next couple of screens provide a demonstration of adding the debtor to the case. Just follow the mouse on screen. Click in the Last/Business Name field and type Zamore.



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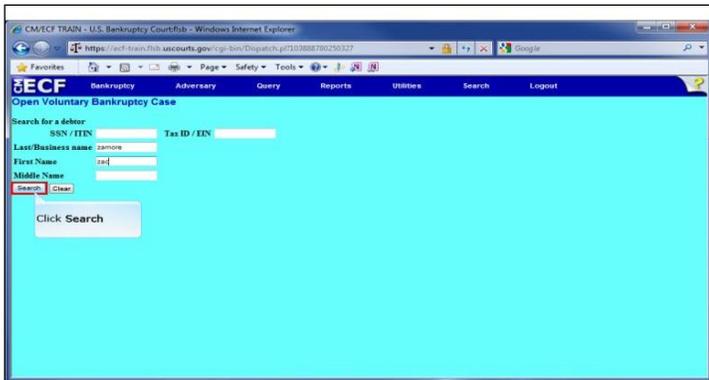
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Notes: Click in the First Name field and type Zac. A middle name did not appear on the petition so we will leave Middle Name blank.



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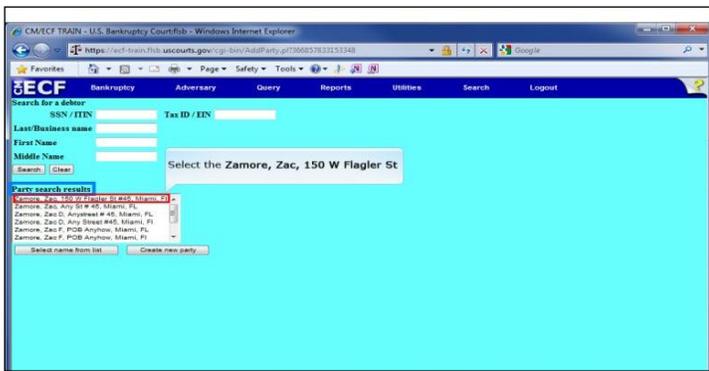
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Notes: Click Search.



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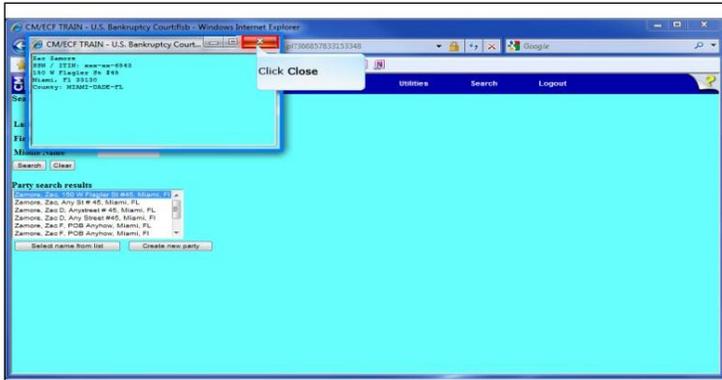
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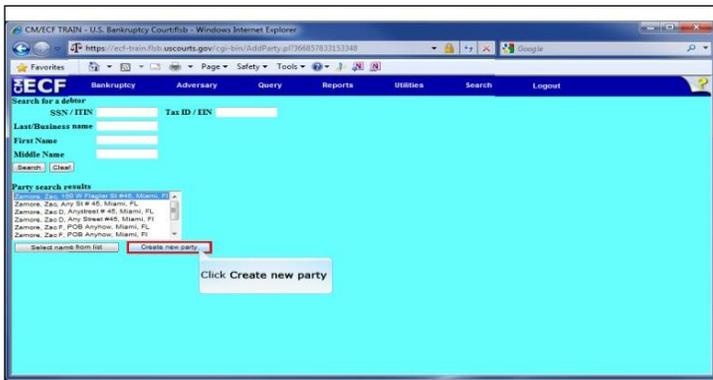
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Notes: Any matching result will display in the Party search results text box. Select the first matching party record from the list: Zac Zamora.



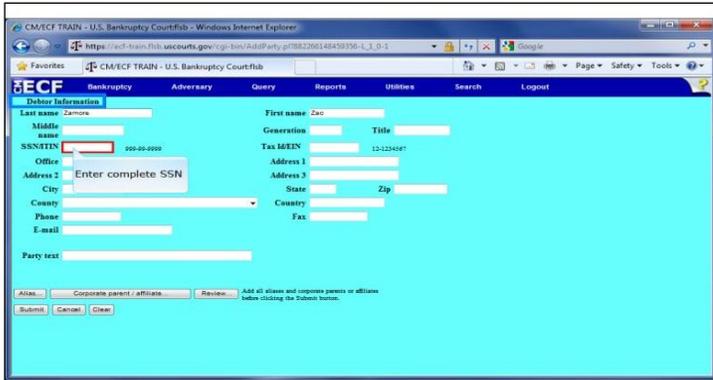
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Notes: A dialog box will appear containing the name, address, and redacted SSN for the selected party. Compare this information with that of the petition. Once you have compared your information click the Close button to exit. You would repeat these steps until all possible matches have been viewed. This concludes the demonstration for creating a party.



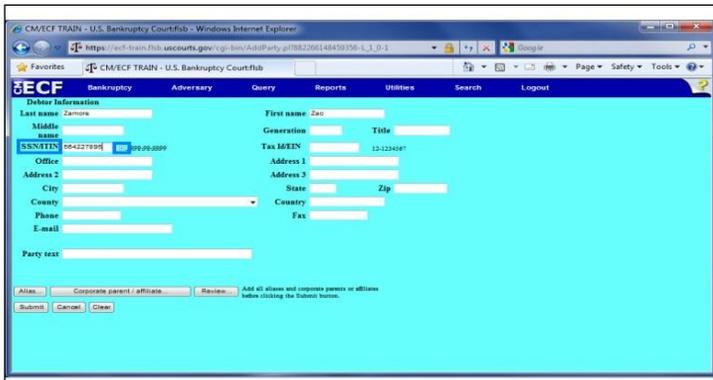
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Notes: After verifying the information provided on the search results, you will have two options to choose from. The Select name from List button is used only when the party information shown is an EXACT match to all petition data. Otherwise, the Create new party button is selected when the party is not listed or is not an exact match with the information listed in the court's database. For this tutorial, the court's database did not yield an exact match for our debtor so we will click on the Create new party button.



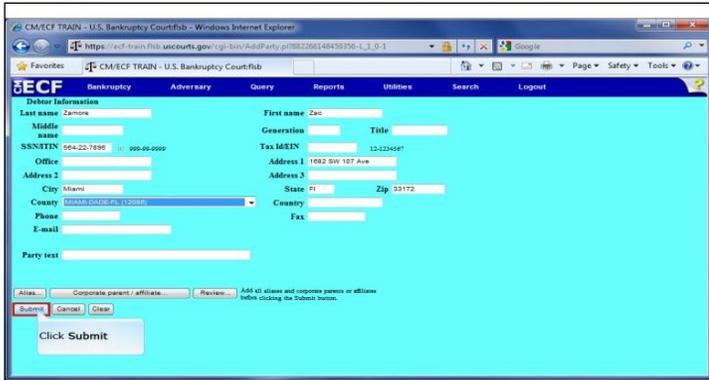
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Notes: The Debtor Information screen will appear. The debtor's complete SSN, as listed on the Statement of SSN, must be entered here although it will appear redacted on court records. Tax ID should be entered in business cases.



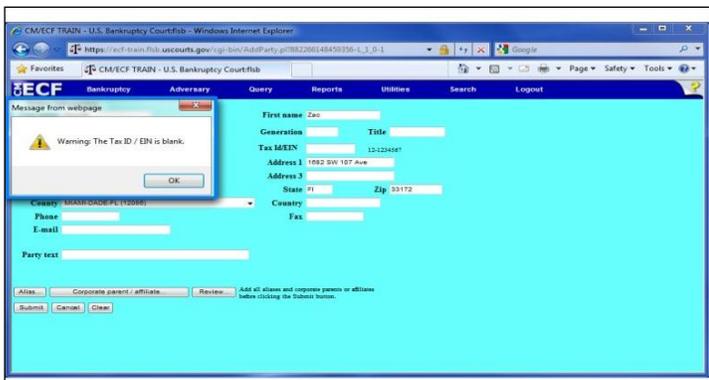
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Notes: When there is more than one Social Security or Tax ID Number, enter them accordingly by clicking on the plus sign. For the purposes of this tutorial, the debtor's information has been entered for you as it appears on the petition.



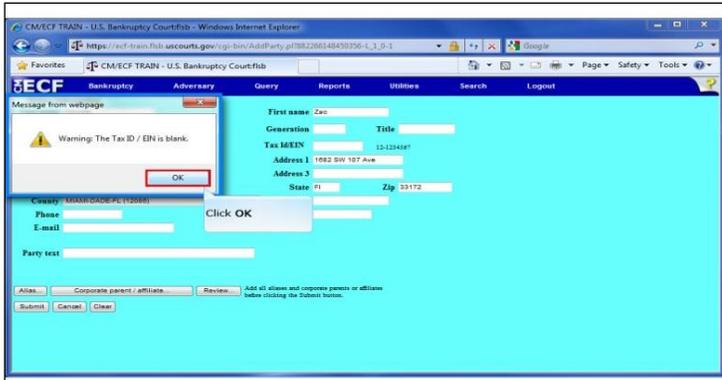
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Notes: Refer to the court's Style Guide to ensure that all entered data is consistent with the court's requirements. For example: apt/suite/room number should be part of Address 1, as shown here, NOT as Address 2. The county selected must correspond with the zip code entered to have the correct Divisional venue assigned. When the physical address is outside of the Southern District of Florida, you will be given the opportunity to select the Divisional venue. Click Alias, to add up to five aliases as needed. Click Corporate parent/affiliate to search for and add the corporate parent information. If the debtor is a business and a Corporate Ownership Statement is being filed, it will be entered as a separate event. Once you have verified the information for accuracy, click Submit.



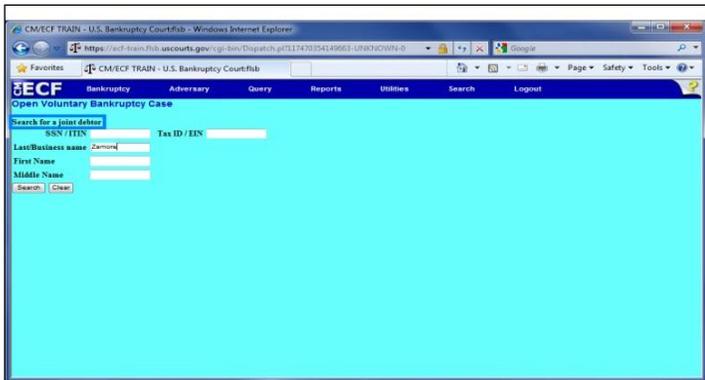
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Notes: The Warning dialog box will appear. Since we are representing individual consumers and not a business, the Tax ID is not required.



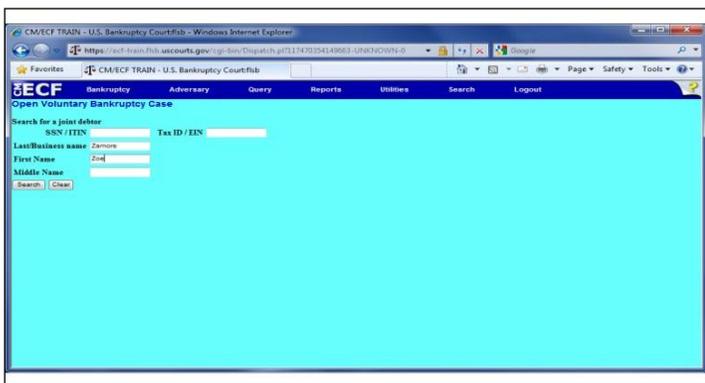
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Notes: Click OK to bypass. If it disappears, the data was NOT a required field. Consider this an opportunity to double-check data entry before final submission.



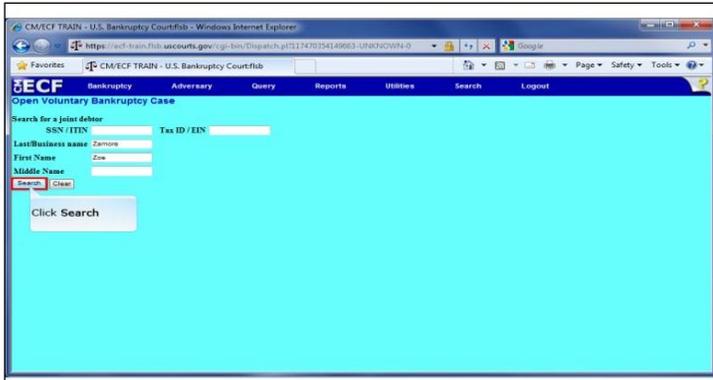
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Notes: The Search for a Joint Debtor screen will appear. Now we will search for the joint debtor's information as we did the debtor's. For this tutorial, the information has been entered for you. Click in the Last/Business Name field, type Zamore.



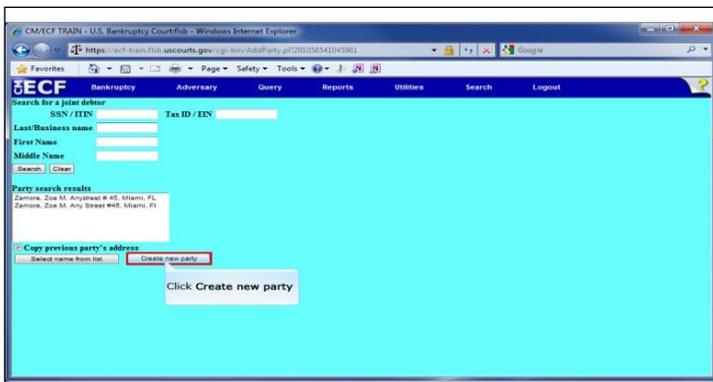
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Notes: Click in the First Name field and type Zoe.



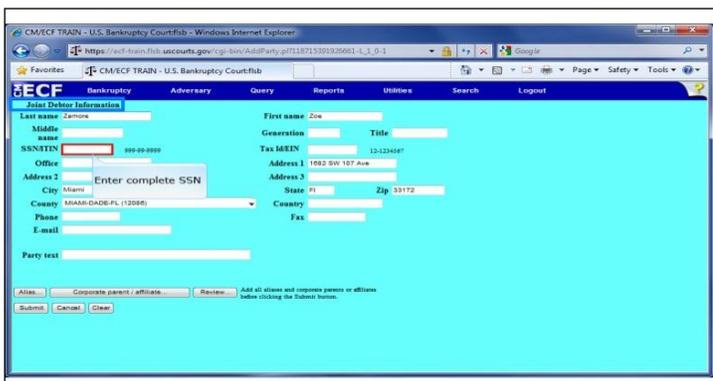
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Notes: Click Search.



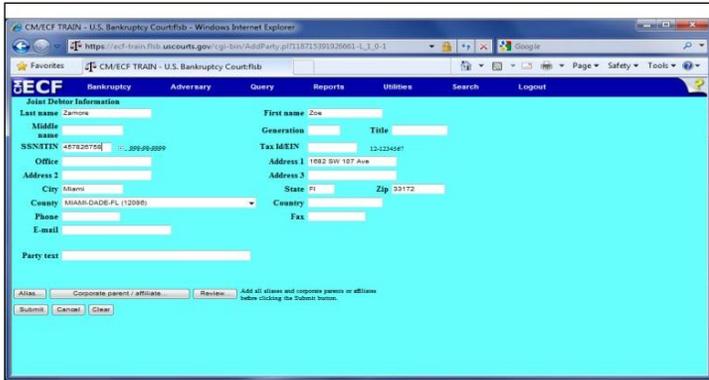
Slide 25

Notes: Any matching results will display in the Party search results text box. Copy previous party's address is checked automatically to carry over the address of the debtor. Uncheck this box if the joint debtor's address is different. A potential match is not listed in the court's database based on the information on the petition. As a result, we will leave Copy previous party's address selected and click on Create new party to enter the joint debtor.



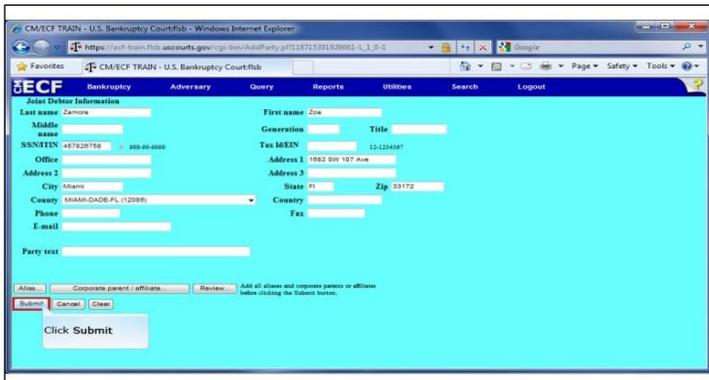
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Notes: The Joint Debtor Information screen will appear with the debtor's address. Click in the SSN field.



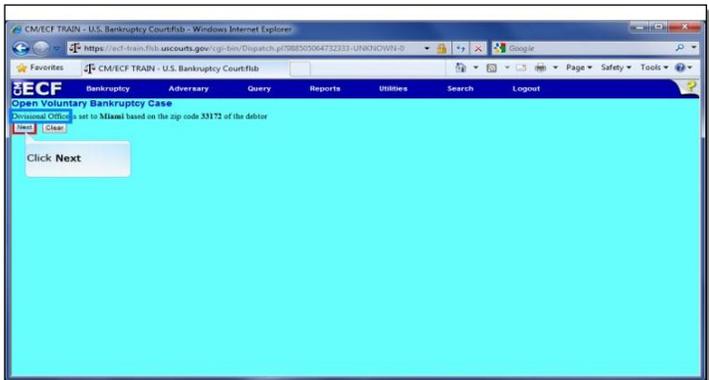
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Notes: Type the SSN. When there is more than one Social Security or Tax ID number, enter them accordingly by clicking on the plus sign.



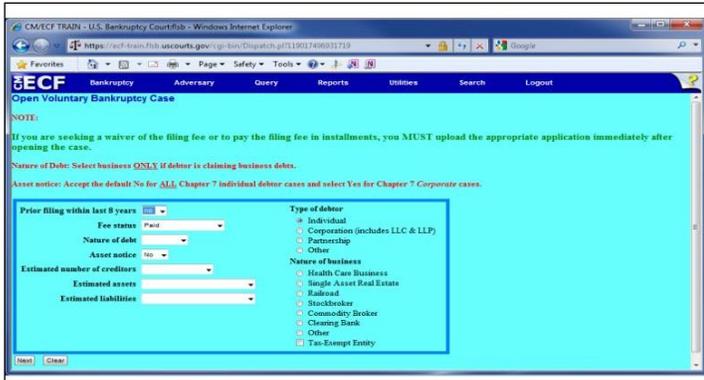
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Notes: Verify the information and click Submit.



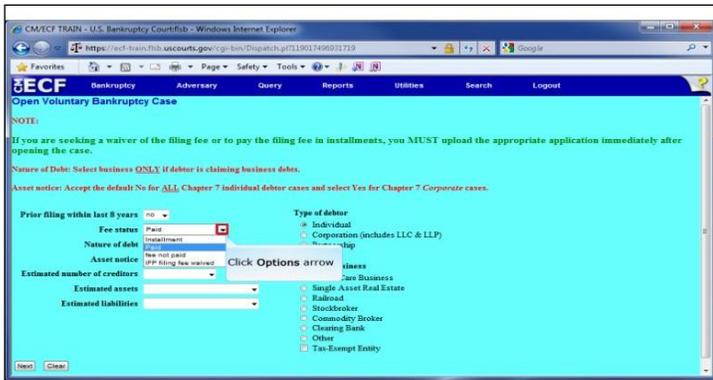
Slide 29

Notes: The Divisional Office Venue screen will appear. Verify if the Divisional Office is correct. If the Divisional Office is inconsistent with the information you entered, use the browser's Back arrow in the upper left corner of the screen to make any corrections to the County or Zip code entered on the previous screens. Otherwise, click Next to continue.



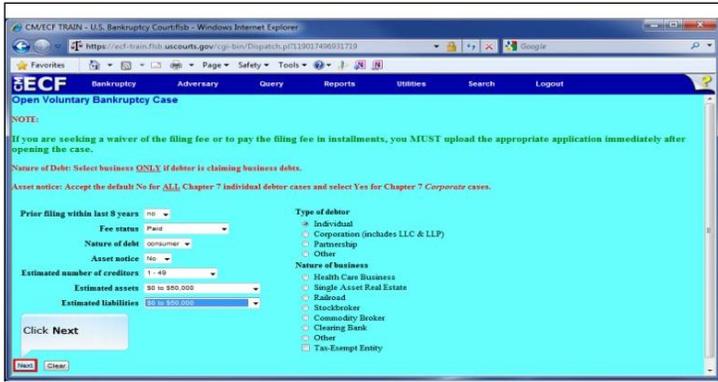
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Notes: The Statistical Data screen will appear. The Fee Status field defaults to Paid. Click on the Options button to view status types.



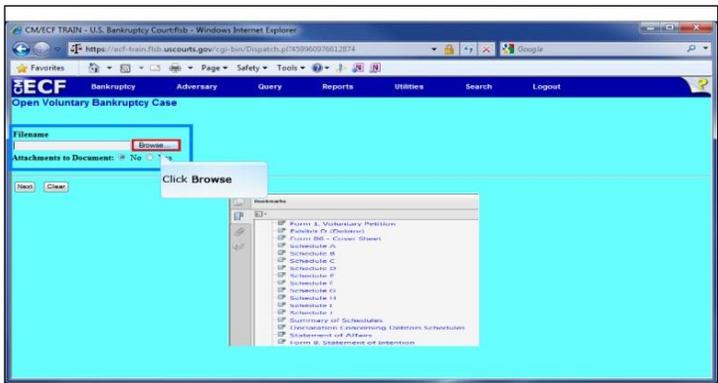
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Notes: If the petition is accompanied by an Application to Pay Filing Fees in Installments, change the Fee Status field, from Paid to Installment. The Application would be filed concurrently with the Petition as a separate event. If changing it to IFP Filing Fee Waived, ensure that an Application for Waiver of Chapter 7 Filing Fee is filed along with the petition, also as a separate event.



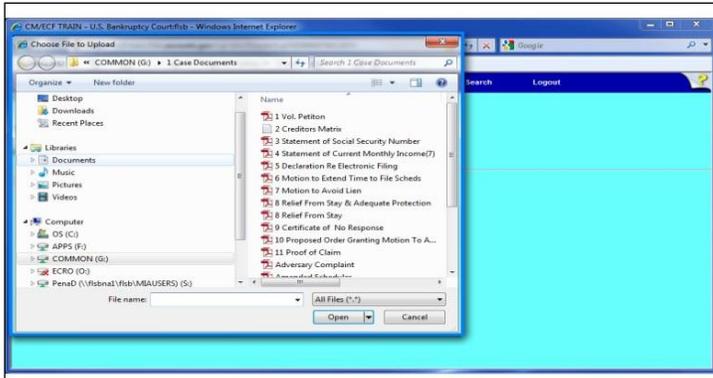
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Notes: Leave the Fee Status field default of Paid. For this tutorial, the information has been entered for you to match the first page of the petition. Similarly, this would apply for the Type of Debtor or Nature of Business selections. Verify the information is accurate and click Next to continue.



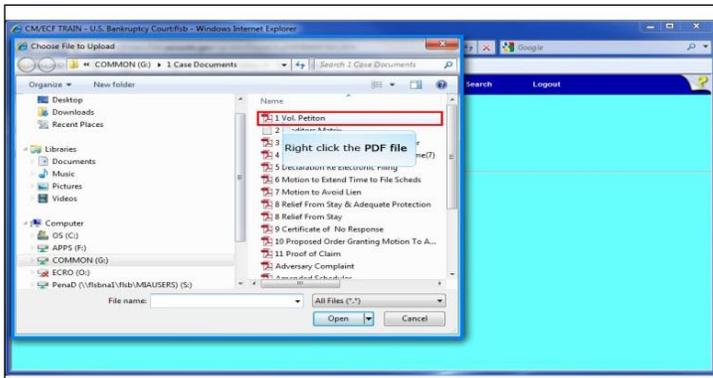
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Notes: The PDF Selection screen will appear. When using CM/ECF, any document uploaded must be in a PDF file format with the exception of the Creditor Matrix. The minimum requirement to open a bankruptcy case is the Official Form Petition which consists of 5 pages, including Exhibit D. A complete petition package is filed as one PDF, including: Exhibit D (for each, the debtor and joint debtor), accompanying Schedules –with unsworn declaration, Lists, Statement of Financial Affairs, and Statement of Intention-if applicable. Bookmarks are required to identify each document within a multi-document PDF. If the petition exceeds the file size of 10 MB it must be broken down into multiple documents. Click YES to add attachments. This feature can also be used to attach exhibits, affidavits and other supporting documents. For the purposes of this tutorial, we are filing an Official Form Petition which is below the 10 MB file size limit so we will accept the Attachments to Document default of No. Click the Browse button to locate the Official Form Petition.



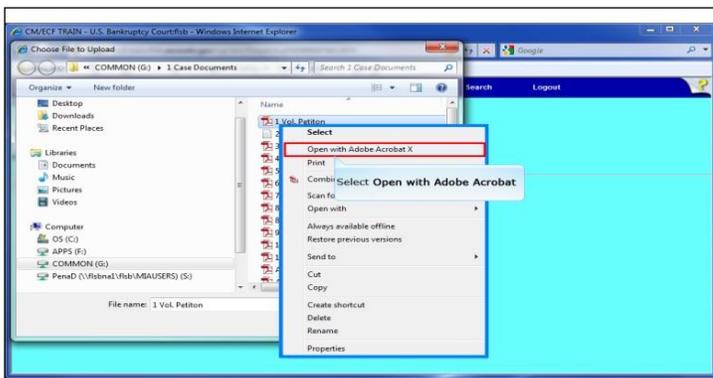
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Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located. The next couple of screens will provide a demonstration of uploading a PDF file to CM/ECF. Just follow the mouse on screen.



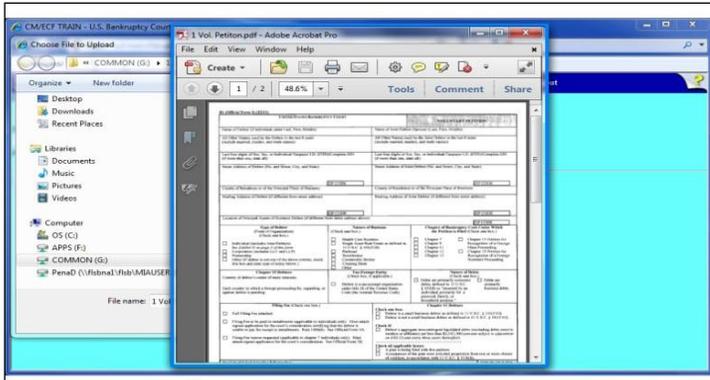
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Notes: When selecting a file you may right-click or double-click on the file you want to upload. However, before uploading, verify the correct PDF file is selected and it is complete and legible. Right-click the PDF file.



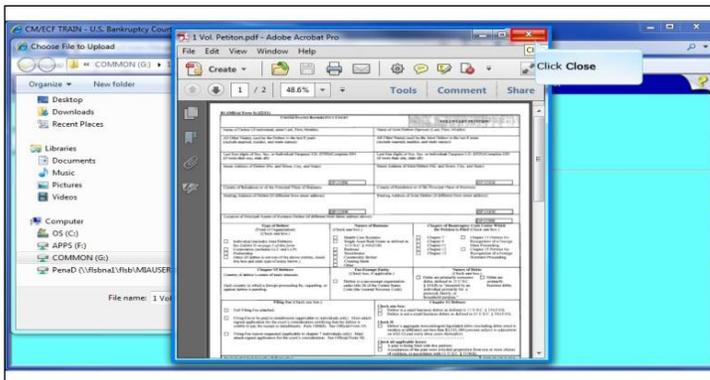
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Notes: Select Open with Adobe Acrobat to confirm you are uploading the correct file to CM/ECF.



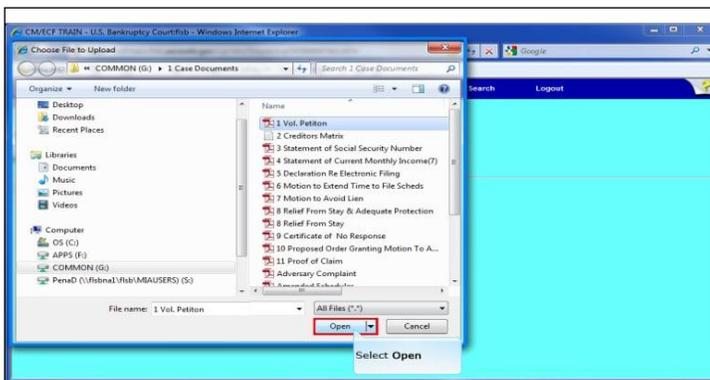
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Notes: The image of your document will open. Make sure electronic signatures appear on Exhibit B and Exhibit D. Confirm the PDF file has the correct information and pursuant to Federal Rules of Bankruptcy Procedure (FRBP) 9037 has been redacted to ensure the PDF image does not contain personal identifiers.



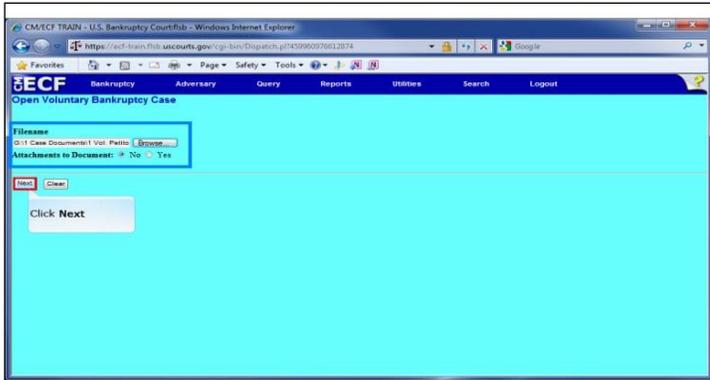
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Notes: After verifying its accuracy, click the Close button to exit the file.



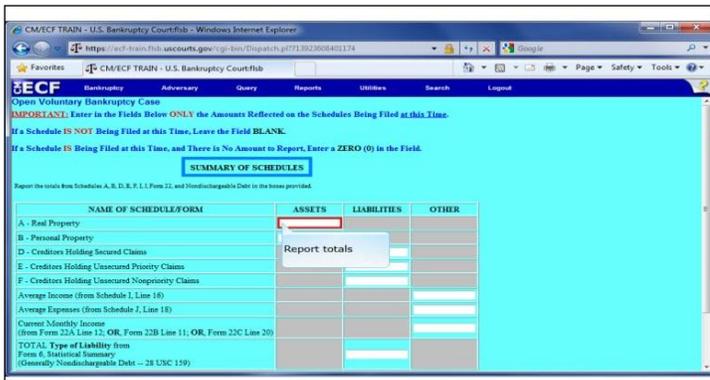
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Notes: Click Open to associate the file with the case. This concludes the demonstration of uploading your PDF file.



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Notes: The PDF Selection screen will appear again. Verify the file path of the PDF selected populates the Filename field. Click Next to continue.



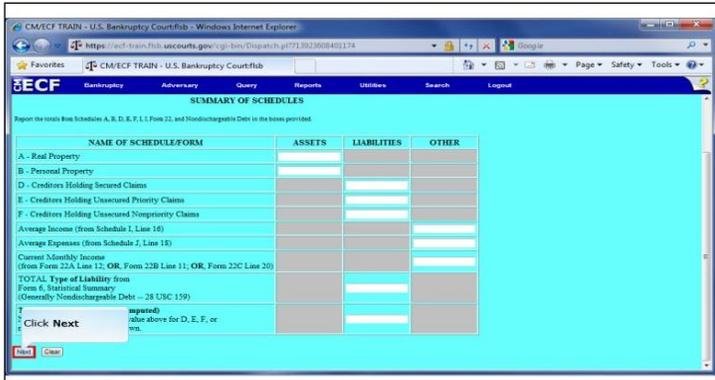
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Notes: The Summary of Schedules screen will appear. Read the instructions and enter all fields contained in the Summary of Schedules and Statistical Summary as well as the Statement of Current Monthly Income. For this tutorial, leave these fields blank since we are not filing a complete petition at this time.



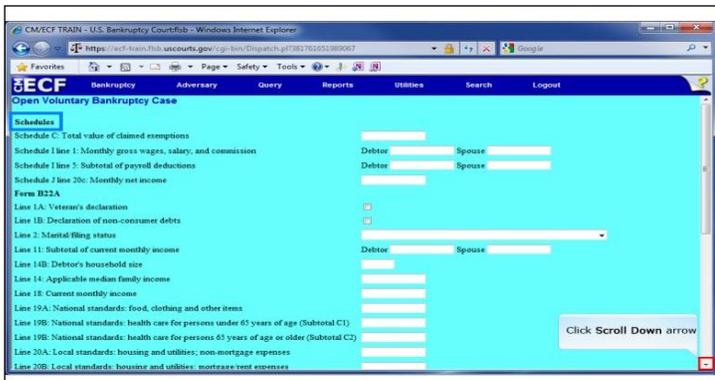
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Notes: Scroll down to the bottom of the screen.



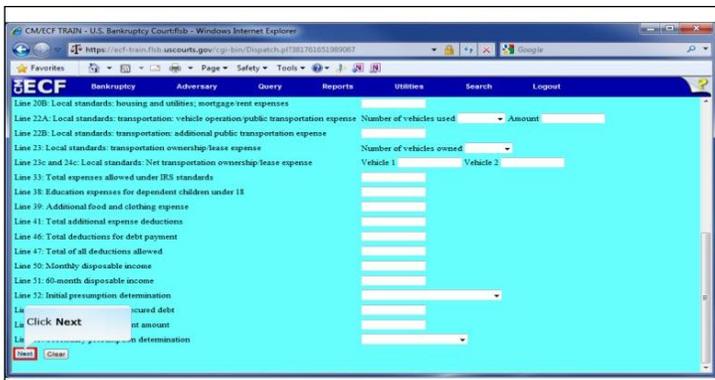
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Notes: Click Next to continue.



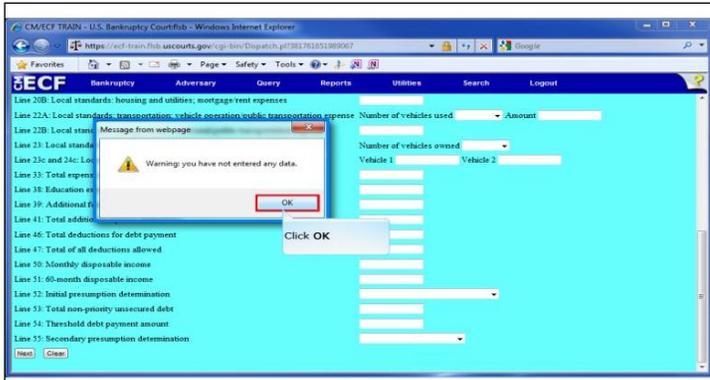
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Notes: The Statistical Data screen will appear. For this tutorial, we will leave these fields blank. Click the Scroll down arrow to reach the bottom of the screen.



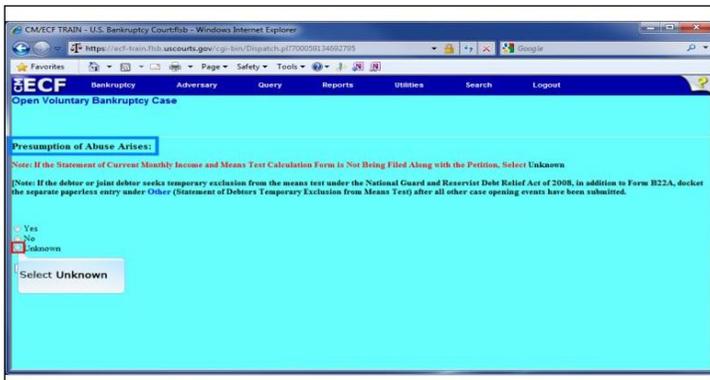
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Notes: Click Next to continue.



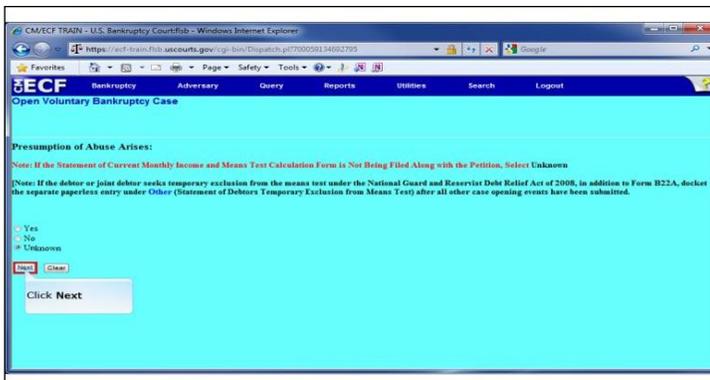
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Notes: At the Warning dialog box, click OK to bypass.



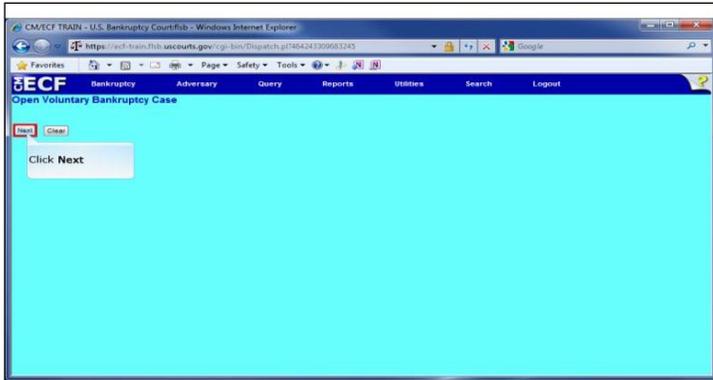
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Notes: The Presumption of Abuse Arises screen will appear. Select Unknown since the Statement of Monthly Income and Means Test Calculation (Form B22A) was not included with the petition and will be filed as a separate event.



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Notes: Click Next to continue.



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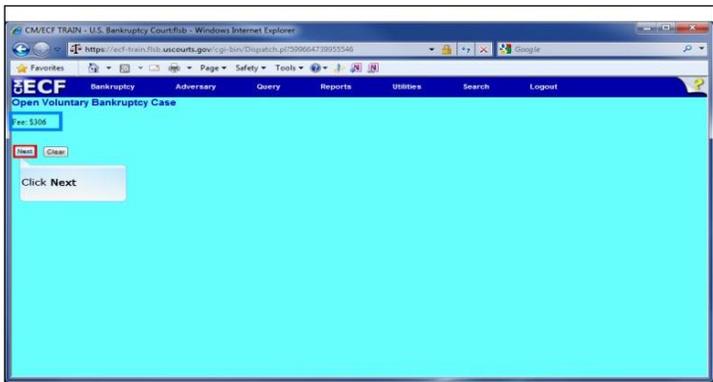
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Notes: At the default screen, click Next.



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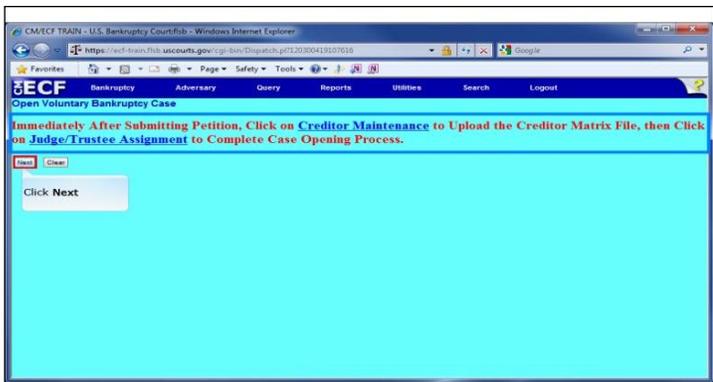
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Notes: The Fee screen will appear. This screen confirms the statutory fee that will be charged. Verify the fee amount matches the chapter and click Next.



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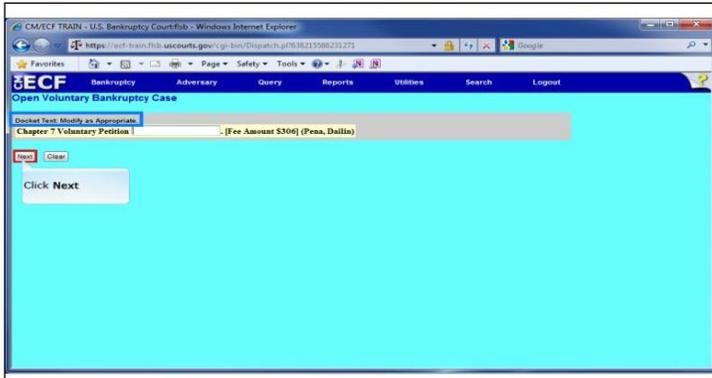
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Notes: The Reminder screen will appear. This is a reminder that you are only half way done. Next, upload the Creditor Matrix separately and perform the Judge/Trustee Assignment to complete the case opening process. When other documents are also filed, they must be entered AFTER these two transactions are done. Click Next to continue.



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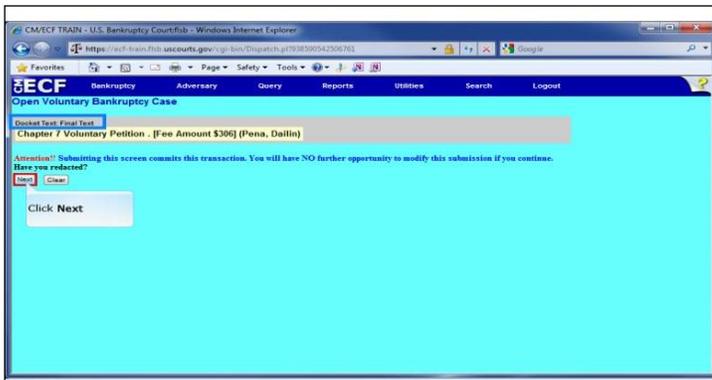
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Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



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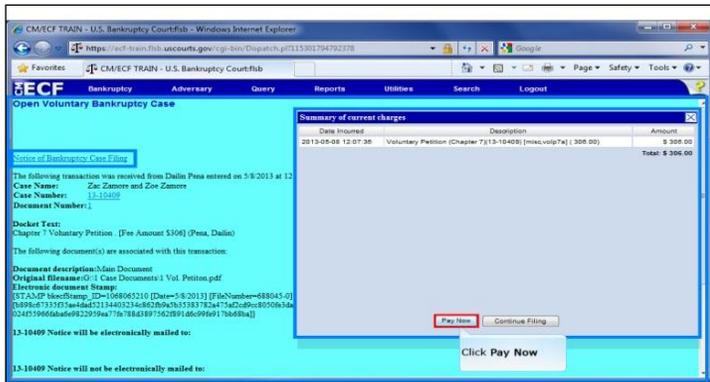
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



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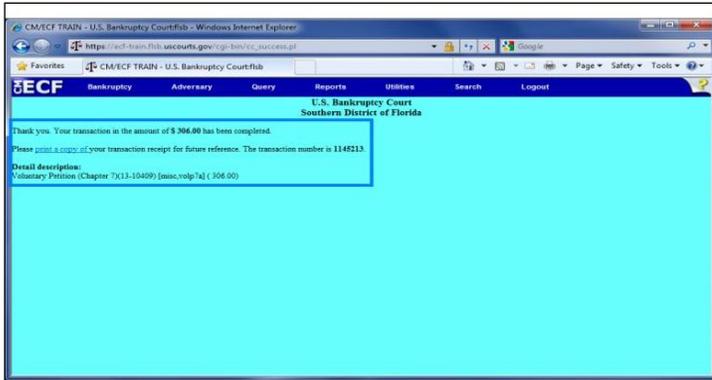
Notes: The Notice of Electronic Filing (NEF) screen will appear along with the Summary of Current Charges dialog box. The NEF is the confirmation that your transaction has been filed electronically and that a case number has been assigned. You will need this case number when completing additional transactions.

There are various links provided on the NEF screen. Clicking on the Case Number will allow you to generate a Docket Report for this case which provides a listing of documents entered in CM/ECF based on your search criteria. Clicking on the Document Number allows you to view the PDF image of the petition just filed. Clicking on the Notice of Bankruptcy Case Filing link at the top of this page will generate a printable confirmation of the bankruptcy filing and participants in the new case. This link will only appear on the NEF screen for new cases. These links require a PACER login and published fees will apply.

Refer to last module's lesson on Maintaining Your ECF Account for more information on email noticing.

Please note that any petition deficiencies must be cured by the deadline on the notice or the case may be dismissed without further notice of the court.

The Summary of Current Charges dialog box will show a summary of current charges due. In order for this window to display properly, your pop-up blockers will need to be set to allow pop-ups from the court's website. You have the option to Pay Now or Continue filing. The court recommends that you select Pay Now to avoid the suspension of filing privileges due to outstanding charges due. When selecting Continue Filing, you will be reminded to pay filing fees after each transaction. Any additional fees will be added to the Summary of Current Charges. Select Pay Now, although we will not demonstrate paying these current charges in this lesson. Refer to the lesson on Paying Filing Fees in the last module for the steps.



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Notes: The Pay Confirmation displays once the fees are paid. It contains the case number and provides a payment transaction number.



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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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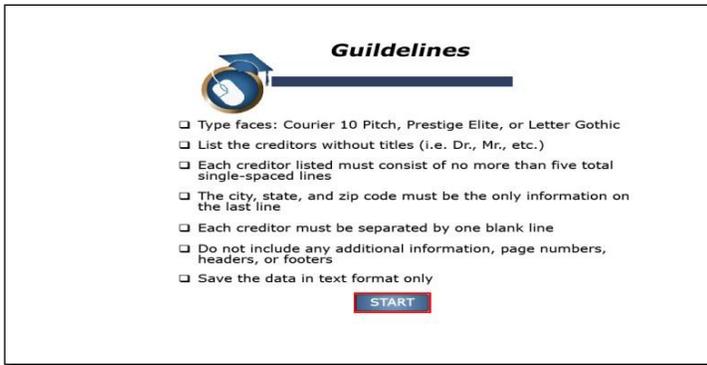
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Notes: Welcome to the lesson on Uploading a List of Creditors using CM/ECF. Immediately after submitting the Voluntary Petition upload the List of Creditors text file; the document that contains the name and mailing address of each creditor listed in the debtor's schedules. Pursuant to Local Rule 1009-1 (D)(2), all creditors should be uploaded when a case is filed. This is the second part necessary to complete the case opening process.



Slide 58

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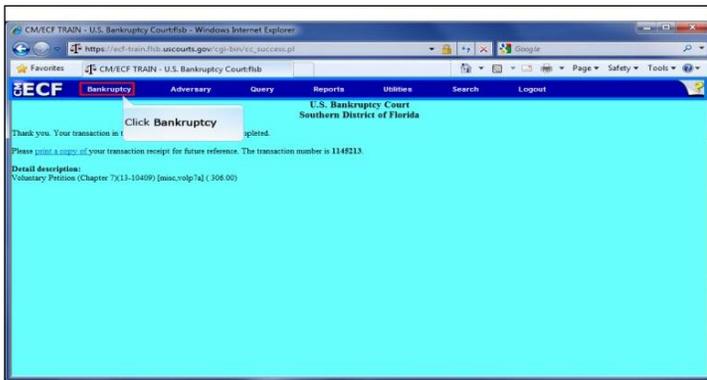
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Notes: The List of Creditors is to be filed in accordance with the Clerk's Instructions for Preparing, Submitting and Obtaining Service Matrices. The following are some general guidelines when formatting a List of Creditors. Take a moment to review the guidelines. When you are ready to begin, click START.



Slide 59

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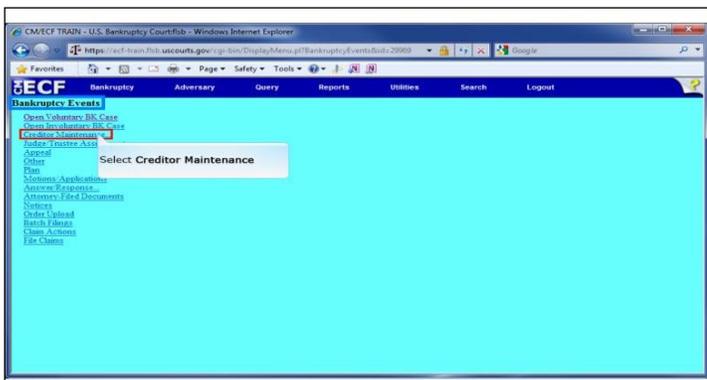
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Notes: From the Main Menu bar, click Bankruptcy.



Slide 60

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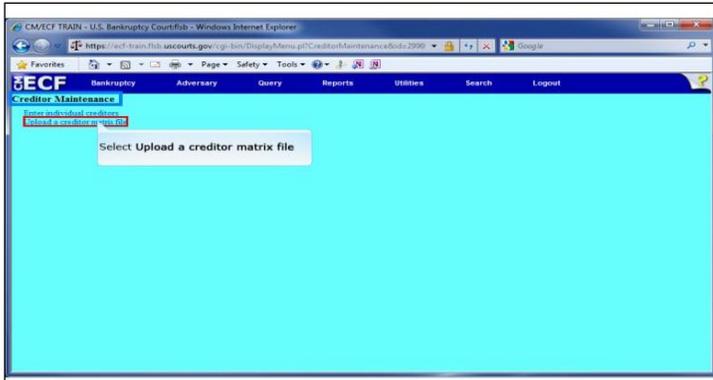
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Notes: The Bankruptcy Events list will appear. The list of creditors provided by the debtor at the time the petition is filed resides in a different database from the creditors and other parties to the case. To make sure that they are included in all future noticing, they must be added to the case database through a separate process by selecting Creditor Maintenance from the list.



Slide 61

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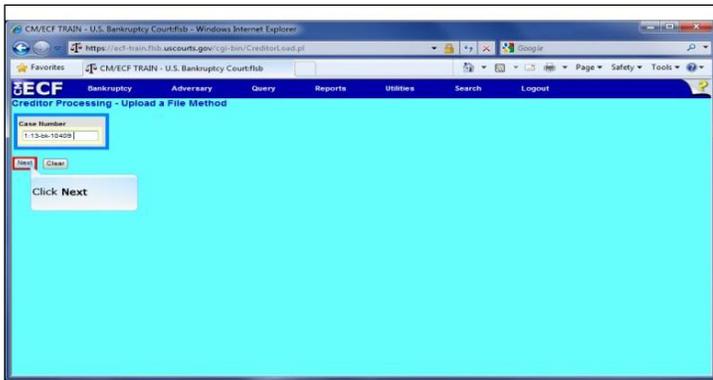
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Notes: The Creditor Maintenance screen will appear. Creditors can be entered individually OR uploaded as a list of creditors in a text file format. For our new bankruptcy case, select Upload a creditor matrix file.



Slide 62

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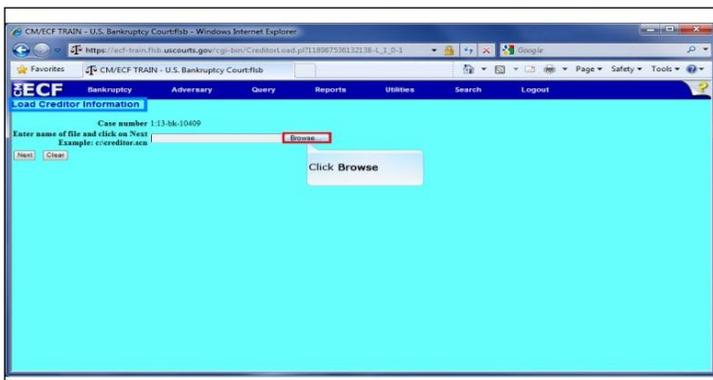
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Notes: The Case Number screen will appear. CM/ECF will default to the last case number entered. If it is not your new case, re-enter the correct case number. Otherwise, click Next.



Slide 63

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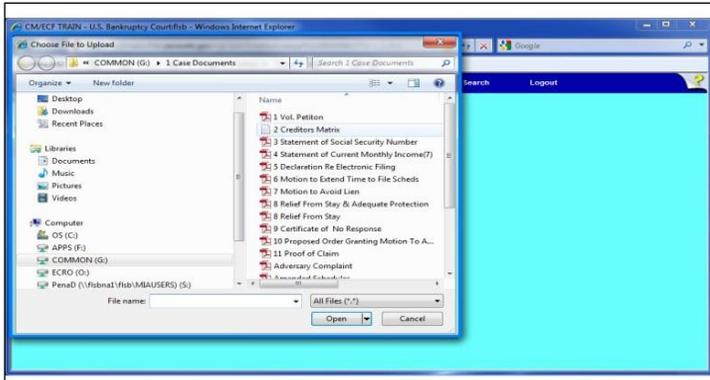
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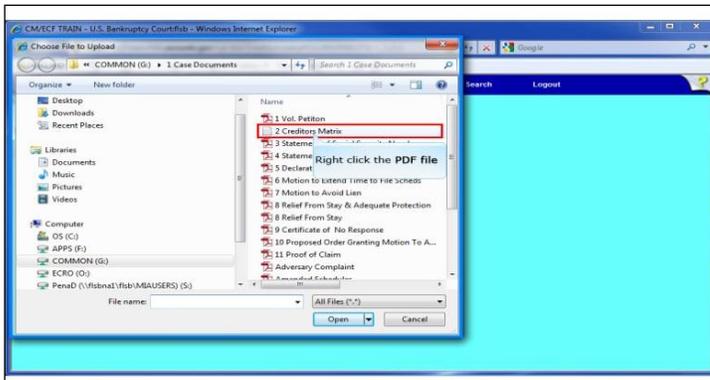
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Notes: The Load Creditor Information screen will appear. The creditor matrix is the only non-pdf document uploaded into CM/ECF. Be sure you saved it in a text file format. Click the Browse button to locate the List of Creditors.



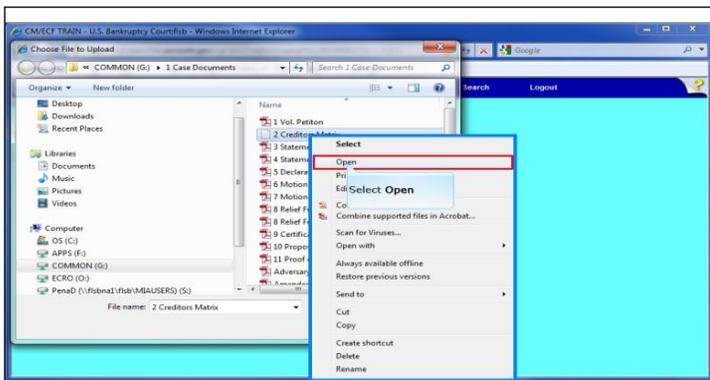
Slide 64

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



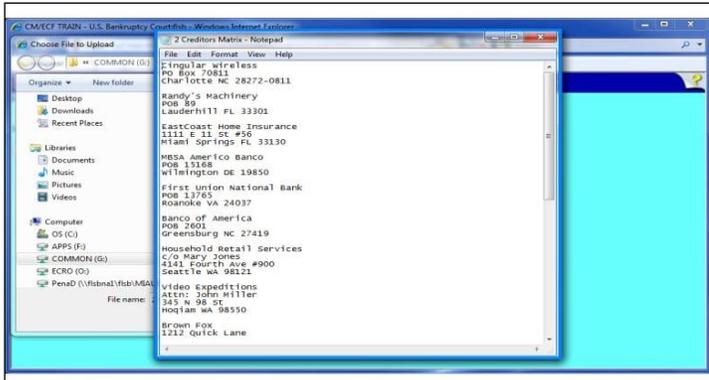
Slide 65

Notes: Right-click the PDF file.



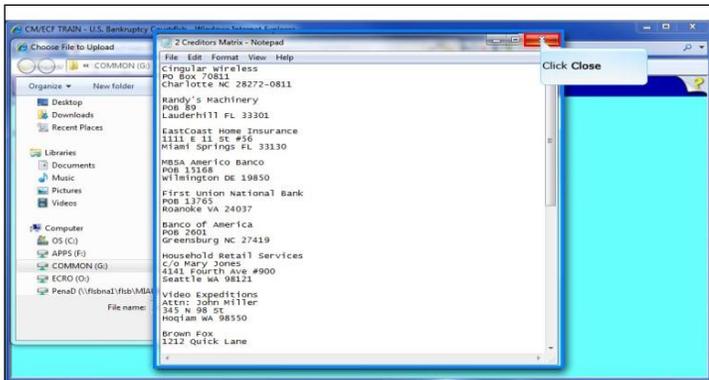
Slide 66

Notes: Select Open.



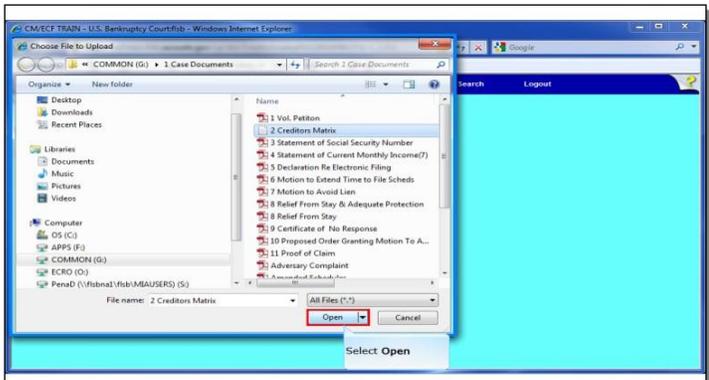
Slide 67

Notes: The matrix will open. Verify it contains the correct creditors for the case and complies with the required formatting. Regarding corrections, delete any account numbers, duplicates, or attorney/debtor addresses.



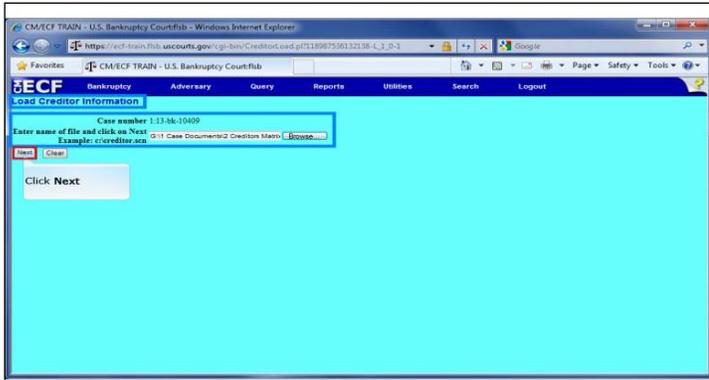
Slide 68

Notes: After verifying its accuracy, click the Close button to exit the file.



Slide 69

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



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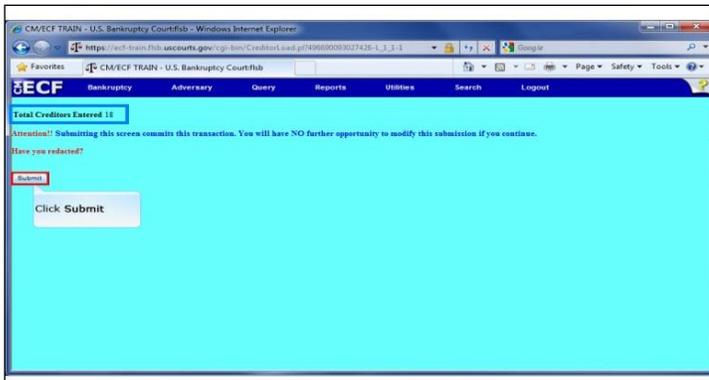
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Notes: The Load Creditor Information screen will appear again with the file path populated. Click Next to continue.



Slide 71

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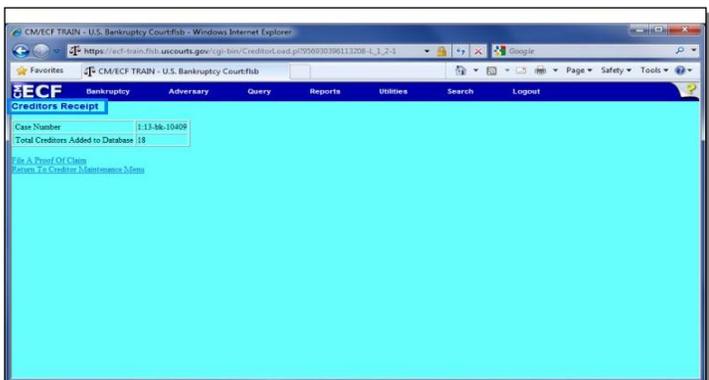
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Notes: The Total Creditors Entered screen will appear. Verify that the correct number of creditors was uploaded. If the total does not match your creditor count, exit this transaction by selecting Bankruptcy from the Main Menu to upload the correct matrix file. Otherwise, click Submit to continue.



Slide 72

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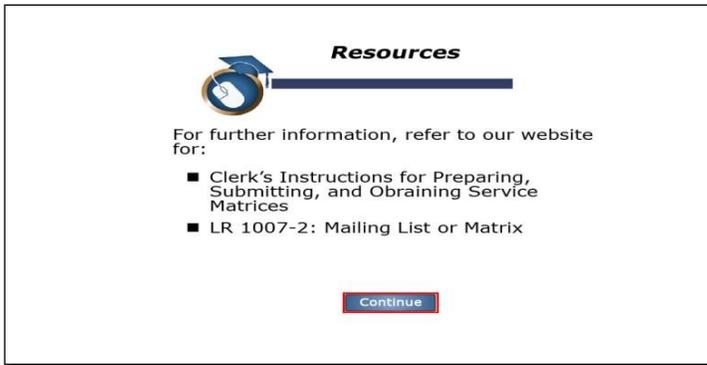
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Notes: The Creditors Receipt screen will appear confirming the number of creditors added to the database for the case. Uploading the Creditor Matrix does not generate a NEF and it will not appear on the case docket.



Slide 73

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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 74

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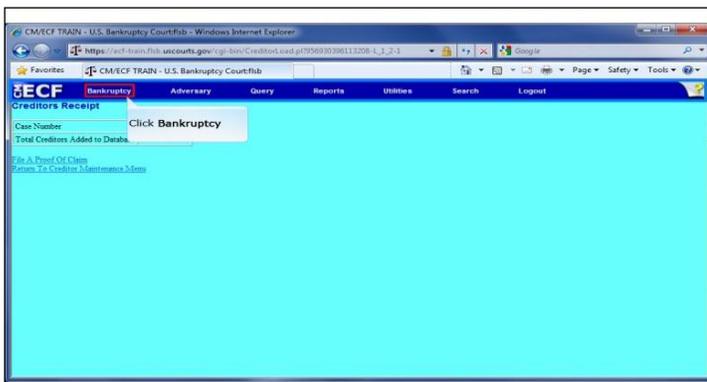
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Notes: Welcome to the lesson on Assigning the Judge/Trustee. Immediately after submitting the List of Creditors, proceed to assigning the Judge/Trustee.



Slide 75

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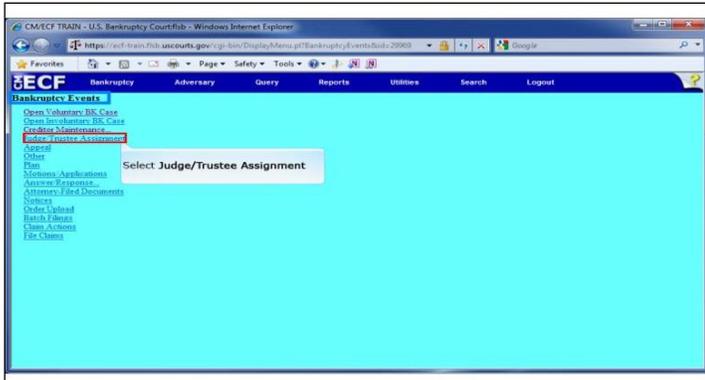
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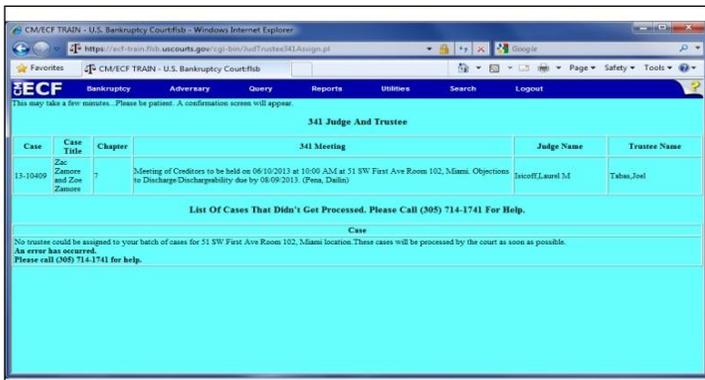
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Notes: From the Main Menu bar, click Bankruptcy to complete the final step of the case opening process.



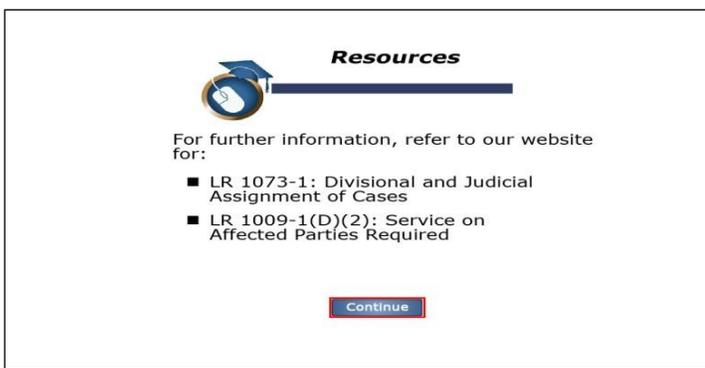
Slide 76

Notes: The Bankruptcy Events screen will appear. All judges and trustees are randomly assigned. During the processing of the assignment, it is important that you do not use the browser back button to revisit previous screens. Select Judge/Trustee Assignment from the list.



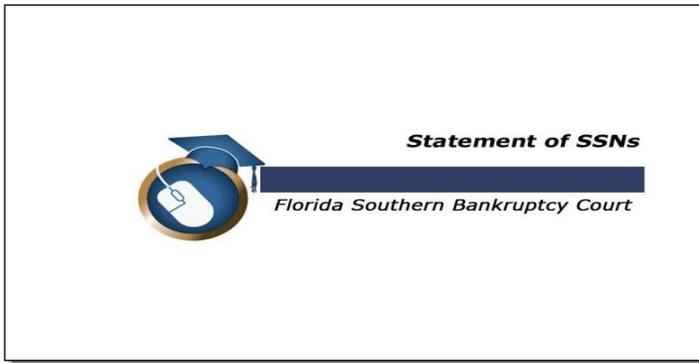
Slide 77

Notes: A screen will appear confirming the Meeting of Creditor’s date, time, location and complaint deadline(s) along with the judge and, when applicable, a trustee assignment or claim bar date if it is an asset case. All creditors should be uploaded when a case is filed pursuant to Local Rule 1009-1 (D)(2). If a creditor is added to this case after the service of this entry to all parties by the court, it becomes the debtor attorney’s responsibility to serve the added creditor a copy of the 341 Meeting notice.



Slide 78

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 79

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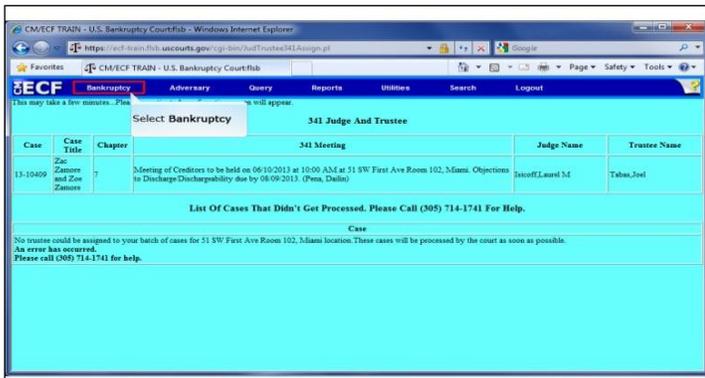
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Notes: Welcome to the lesson on Filing the Statement of Social Security Number(s). There are several required pleadings that are filed separately at the time the petition is filed. The first of which is the Statement of Social Security Number(s). All documents filed in CM/ECF, with the exception of the Statement of Social Security Number(s), are viewable from the public docket report. This PDF image is only available to court users and is required for all petitions.



Slide 80

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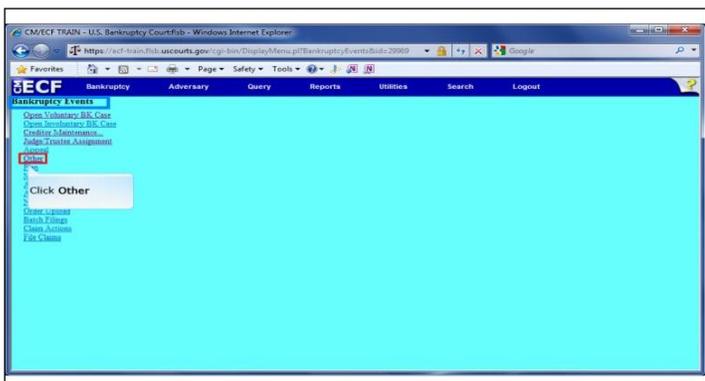
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Notes: From the Main Menu bar, click Bankruptcy.



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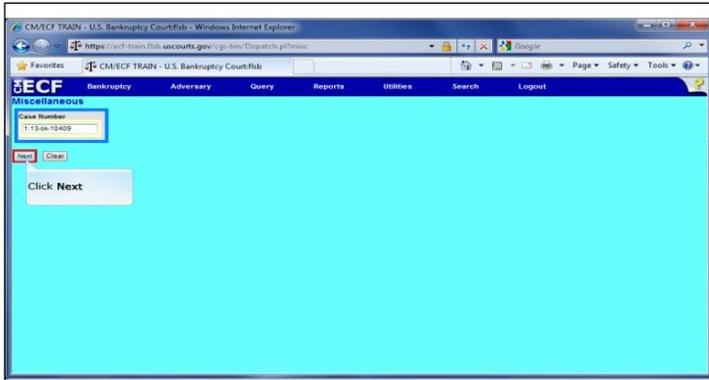
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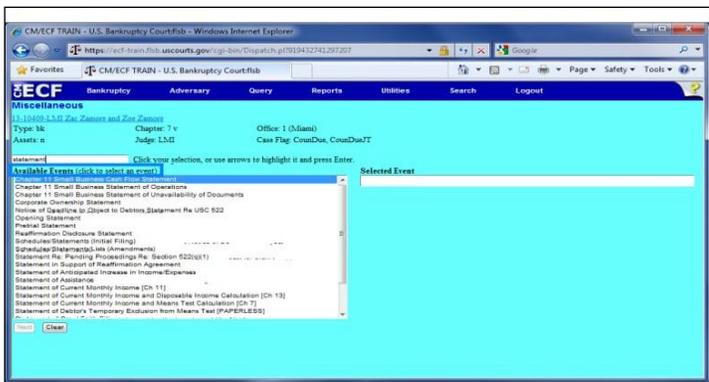
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Notes: The Bankruptcy Events list will appear. Select Other from the list.



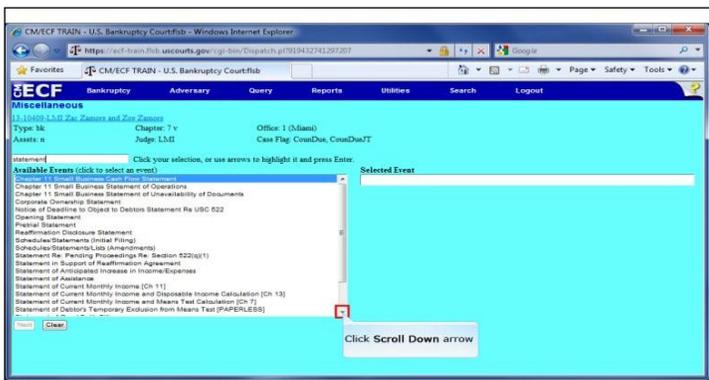
Slide 82

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



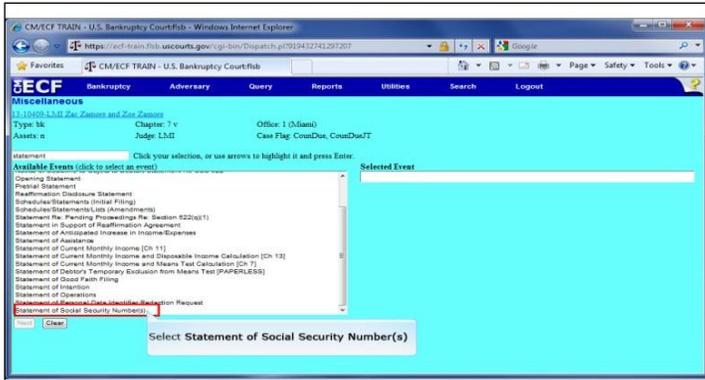
Slide 83

Notes: The Available Events screen will appear. You can use the scroll bar to navigate through the list of events or search for a specific event by entering a key word in the text box. Click in the text box above Available Events and type "statement" to narrow your search. A listing that contains the key word will appear.



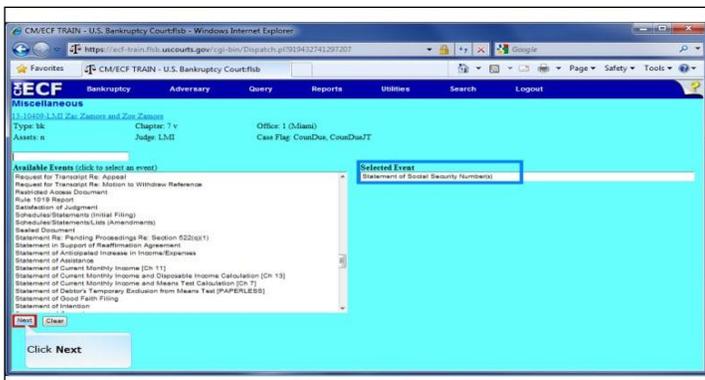
Slide 84

Notes: Scroll Down to locate the needed event.



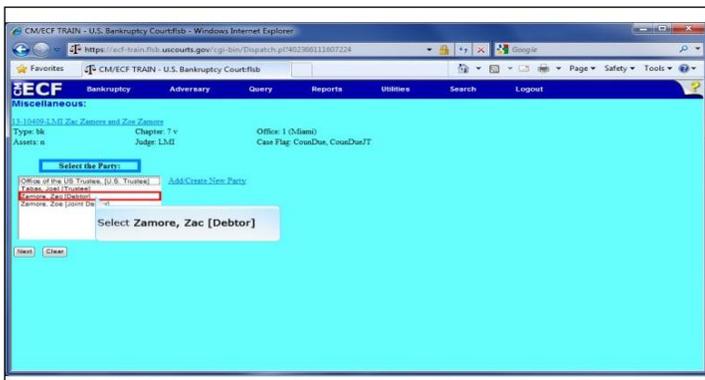
Slide 85

Notes: Select the Statement of Social Security Number(s) from the list.



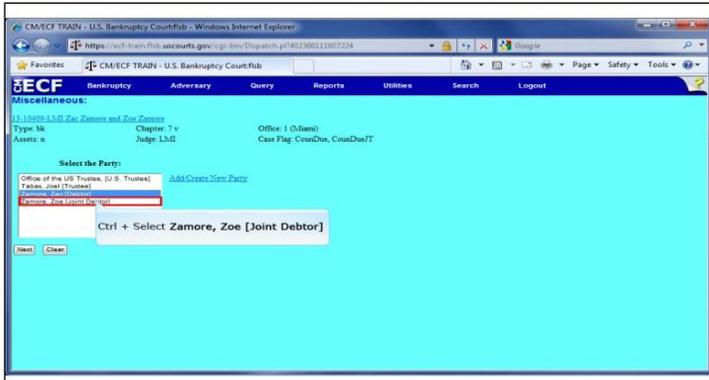
Slide 86

Notes: Confirm it appears at the Selected Event field to the right of the screen and click Next to continue.



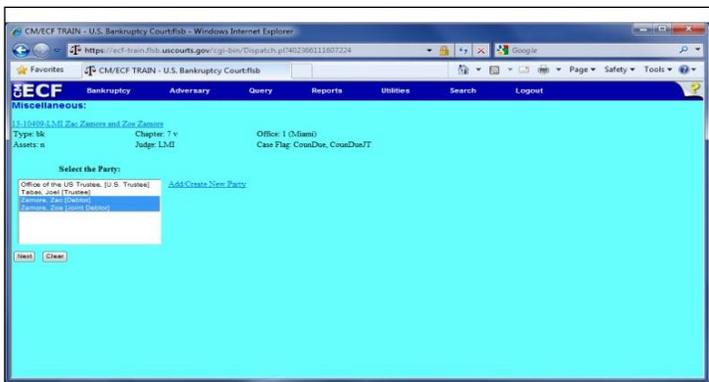
Slide 87

Notes: At the Select the Party screen, always select the person that you represent. Select the Debtor first.



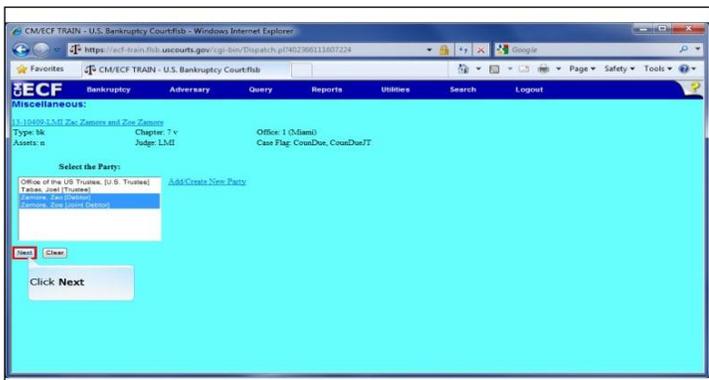
Slide 88

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



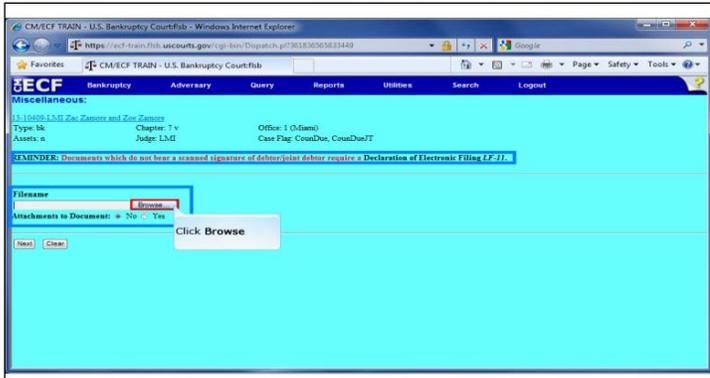
Slide 89

Notes: Once the debtor and joint debtor are highlighted,



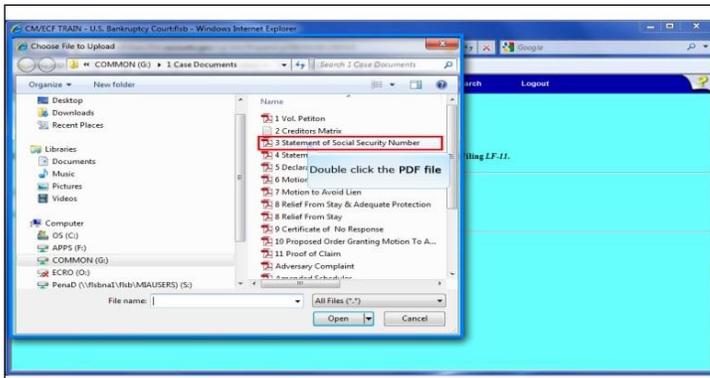
Slide 90

Notes: click Next to continue.



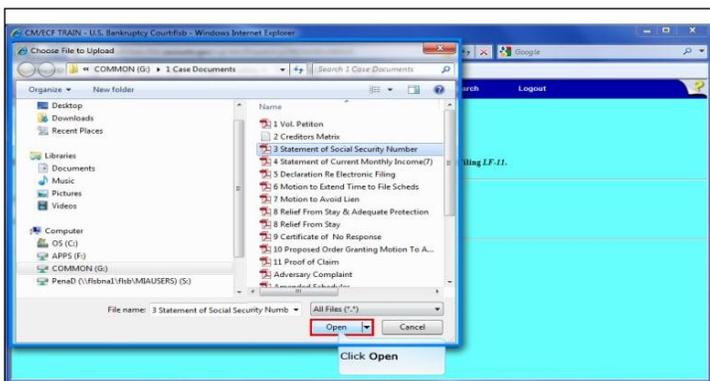
Slide 91

Notes: The PDF Selection screen will appear. Read the Reminder and proceed accordingly. Accept the Attachments to Document default of No and click the Browse button to locate the PDF file.



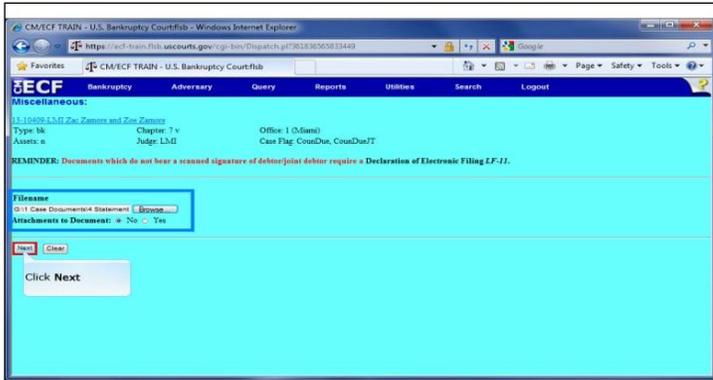
Slide 92

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



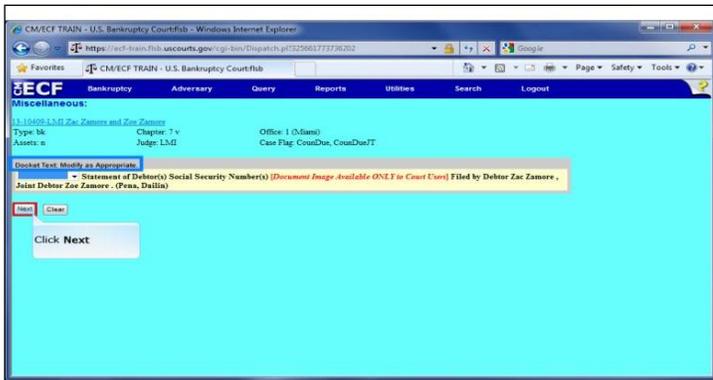
Slide 93

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



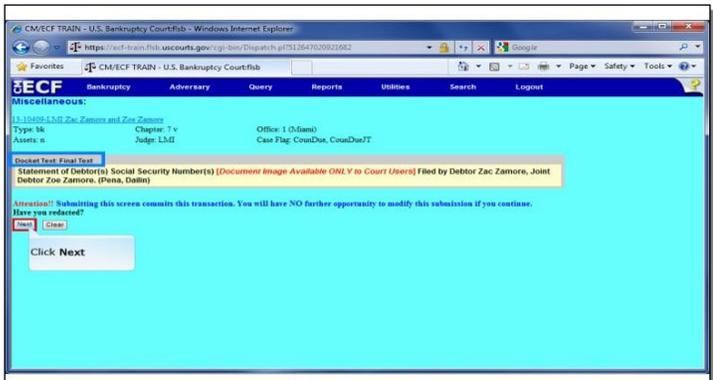
Slide 94

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



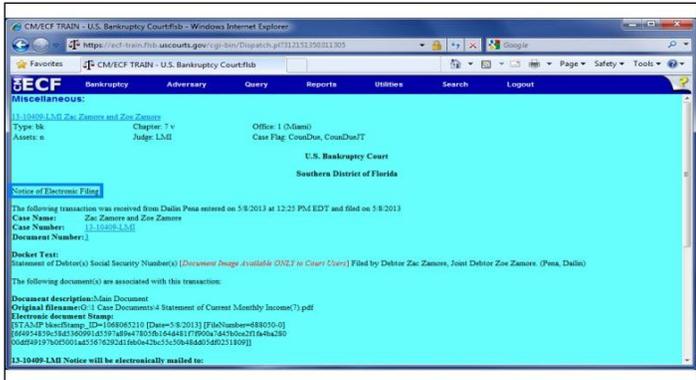
Slide 95

Notes: The Modify Docket Text screen will appear. In accordance with privacy guidelines, the image uploaded into CM/ECF is restricted from public view. Verify the information is correct and click Next to continue.



Slide 96

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



Slide 97

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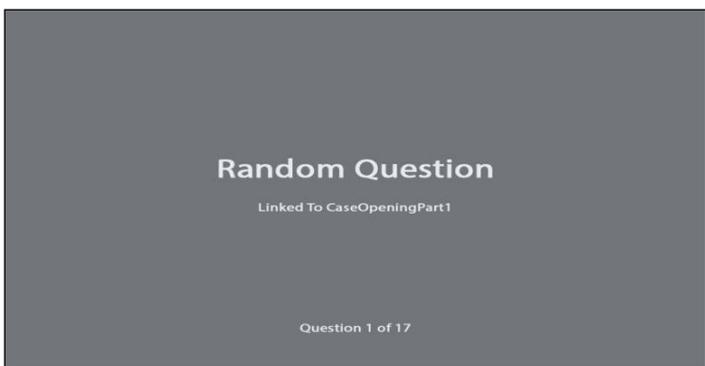
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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



Slide 99 - 116

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Notes: Knowledge Check



**Summary**

You should now be able to:

- File a new bankruptcy Case
- Upload the List of Creditors
- Complete the Judge/Trustee Assignment
- File the Statement of Social Security Number/TIN

EXIT

Slide 117

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Notes: Now that you have reviewed this learning module, you will be able to file a new bankruptcy case, upload a List of Creditors, complete the Judge/Trustee assignment, and file the Statement of Social Security Number/TIN. Click Exit when you are finished.



Thank you for viewing the module on Case Opening: Filing a New Bankruptcy Case.

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Notes: Thank you for viewing the module on Filing a New Bankruptcy Case. The next module will continue with filing additional pleadings that must be uploaded individually to complete the filing process for case opening.

Question 1

 Knowledge Check	Question 1 of 17
<p><b>Select a debtor from the database when the information is an exact match to the petition data.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

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Notes:

Question 2

 Knowledge Check	Question 2 of 17
<p><b>When using CM/ECF, any document uploads must be in a PDF format except:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) Lists</li><li><input type="radio"/> B) Exhibit D</li><li><input type="radio"/> C) Schedules</li><li><input type="radio"/> D) List of Creditors</li></ul>	

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Notes:

Question 3

 Knowledge Check	Question 3 of 17
<p><b>Before a discharge can be entered, the debtor(s) must complete and certify the following post-petition course:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) Personal Financial Management</li><li><input type="radio"/> B) Budget and Credit Counseling</li><li><input type="radio"/> C) Bankruptcy Basics</li><li><input type="radio"/> D) Bankruptcy Clinic</li></ul>	

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Notes:

 Knowledge Check Question 4 of 17

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

The required LF-4 provides instruction to the  to serve the notice of the meeting of creditors upon all added parties when post-petition schedules are filed.

Question 4

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**Options:** Creditor’s attorney; Court; Debtor’s attorney; Trustee

Notes:

 Knowledge Check Question 5 of 17

**To avoid errors when uploading a complete list of creditors, compare the total number of creditors uploaded to the total provided in the Creditors Receipt.**

A) True  
 B) False

Question 5

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Notes:

 Knowledge Check Question 6 of 17

**When your petition indicates no prior bankruptcy, you do not have to search the database for debtor(s).**

A) True  
 B) False

Question 6

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Notes:

Question 7

 Knowledge Check	Question 7 of 17
<p><b>A party seeking the same judge to related, not jointly administered, case(s) must file a Motion for Joint Administration after a case is filed.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

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Notes:

Question 8

 Knowledge Check	Question 8 of 17
<p><b>Upload the List of Creditors immediately after submitting the voluntary petition in a text file format (.txt or .scn).</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

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Notes:

Question 9

 Knowledge Check	Question 9 of 17
<p><b>When entering debtor(s) address(es), the county selected must correspond with the zip code entered to have the correct divisional venue and judge assigned.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

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Notes:

 Knowledge Check Question 10 of 17

**When entering the debtor(s) SSN as listed on the Statement of Social Security Number, Official Bankruptcy Form B21, do the following:**

- A) type the last four digits of the SSN
- B) type the complete SSN
- C) leave it blank
- D) type the Tax ID/EIN number

Question 10

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Notes:

 Knowledge Check Question 11 of 17

**Select YES for "Attachments to document" when:**

- A) filing affidavits, exhibits, etc.
- B) file size exceeds 5 MB
- C) file size exceeds 10 MB
- D) both A and C
- E) none of the above

Question 11

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Notes:

 Knowledge Check Question 12 of 17

**Identify the sequence for case opening:**  
(Click the Options arrow for number one and select the first task from the list. Repeat for the remaining tasks.)

1)

2)

3)

4)

Question 12

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Options:** upload the list of creditors file; assign judge/trustee; submit your petition; file other case opening events

Notes:

 Knowledge Check	Question 13 of 17
<p><b>Pursuant to FRBP 9037, verify that PDF documents have been redacted to ensure it does not contain personal identifiers.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

Question 13

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Notes:

 Knowledge Check	Question 14 of 17
<p><b>File a Declaration of Electronic Filing (LF-11) for all new petitions or amended petitions and schedules or amended schedules that are not filed along with the petition, when schedules do not contain a signature of the debtor/joint debtor.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

Question 14

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Notes:

 Knowledge Check	Question 15 of 17
<p><b>When the joint debtor has the same address as the debtor created, do the following:</b></p> <p><input type="radio"/> A) select "name from list" <input type="radio"/> B) type the address again for the joint debtor <input type="radio"/> C) select "copy previous party's address" <input type="radio"/> D) none of the above</p>	

Question 15

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Notes:

 Knowledge Check	Question 16 of 17
<p><b>When multiple documents are required for an event (e.g. petition and schedules), upload:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) each document as an attachment</li><li><input type="radio"/> B) the main document and each subsequent document as attachments</li><li><input type="radio"/> C) one PDF</li><li><input type="radio"/> D) one PDF with bookmarks</li></ul>	

Question 16

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Notes:

 Knowledge Check	Question 17 of 17
<p><b>The debtor's complete SSN is viewable from the 341 meeting of creditors notice on the court docket.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

Question 17

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Notes: