

United States Bankruptcy Court - Western District of Virginia
Reference Guide

File Balance of Schedules and Certification Regarding Balance of Schedules. Effective 12/01/2018, the Certification Regarding Balance of Schedules form posted on the court's web site under Local Forms is mandatory if schedules and statements are not filed with the petition.

Filing Balance of Schedules

Step	Action
1	Log in to CM/ECF. Select Bankruptcy >Other and type in case number. Next.
2	Select Balance of Schedules. Next.
3	Browse and upload balance of schedules. Next.
4	Report Summary of Assets and Liabilities and Certain Statistical Information in boxes provided. Next.
5	Select debtor(s). Next.
6	Check box to create party association. Next.
7	Verify final docket text. Next.
8	Last chance. Have you redacted? If so, Next. If not, start docketing process over after you have redacted and saved your pdf document.
9	Notice of Electronic filing appears and the docketing process is complete.

Filing Certification Regarding Balance of Schedules

1	Log in to CM/ECF. Select Bankruptcy>Other and type in case number. Next. Next.
2	Select Certification Re: Balance of Schedules. Next.
3	Check box to Refer to existing event. Next.
4	Select appropriate category. If unsure, highlight all. Next.
5	Check box for Balance of Schedules. Next.
6	Select the correct Certification. Next.

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7	If you are filing with another attorney, check box. If you are not filing with another attorney, click Next.
8	Select debtor. Next.
9	Check box to create party association. Next.
10	Verify final docket text. Next.
11	Last chance. Have you redacted? If so, Next. If not, start docketing process over after you have redacted and saved your pdf document.
12	Notice of Electronic filing appears and the docketing process is complete.