

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Open Voluntary BK Case - The name on the petition page and the docket report should be the same.

Step	Action
1	Select <b>Bankruptcy &gt; Open Voluntary BK Case</b> .
2	<ul style="list-style-type: none"> <li>• <b>Case Type</b> defaults to <b>BK</b>.</li> <li>• Current date will display in <b>Date Filed</b> field.</li> <li>• Select the <b>Chapter</b> from the pick list.</li> <li>• Default value for <b>Joint Petition</b> is “n”; for joint filing select “y”.</li> <li>• If there are required items missing from the petition, chance <b>Deficiencies</b> from “n” to “y”; a deficiency list will display later - <b>Next</b>.</li> </ul>
3	<p><b>Search for a Debtor</b> screen displays.</p> <ul style="list-style-type: none"> <li>• Search by Debtor’s SSN/ITIN or type last name in Last/Business name field - <b>Search</b>. Highlight and <b>Select name from list</b> OR</li> <li>• If no match is found or <u>Debtor’s name is different than what is on the petition page</u> - <b>Create New Party</b>.</li> <li>• Type information in appropriate fields - <b>Submit</b>.</li> </ul>
4	Verification screen displays showing Divisional Office and county code - <b>Next</b> .
5	<p>The Statistical Data screen appears -</p> <ul style="list-style-type: none"> <li>• Prior filing within last 8 years defaults to “no”. Choose as applicable.</li> <li>• Select the appropriate <b>Fee Status</b> (Installment, Paid, Fee Not Paid, IFP Filing Fee Waived).</li> <li>• Choose <b>Nature of debt</b>. If business chosen select Type of debtor and Nature of business.</li> <li>• <b>Asset Notice</b> defaults as to the chapter being filed. Chapter 7 cases are No Asset and Chapters 11, 12 and 13 are Asset.</li> <li>• Select the <b>Estimated Number of Creditors, Assets and Liabilities</b> - <b>Next</b>.</li> </ul>
6	Summary of Schedules screen displays. Enter the totals as indicated. Do not include an amount for any schedule that is not being filed. <b>Next</b> . Screen for additional data - <b>Next</b> .
7	Select <b>Browse</b> to <b>Select the PDF Document</b> . Locate and verify the petition you wish to file. Select Open to attach the PDF - <b>Next</b> . <b>Incomplete Filings Due Date</b> is shown if Deficiencies “y” chosen - <b>Next</b> . <b>Fee</b> verification screen displays - <b>Next</b> .

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	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete. Next you must upload the creditors for the bankruptcy case.
	CREDITOR MAINTENANCE
1	Select <b>Bankruptcy &gt; Creditor Maintenance &gt; Upload a Creditor Matrix File</b> . Verify case number - <b>Next</b> . The creditor list must be in .txt format.
2	Select <b>Browse</b> to locate and verify the creditor file you wish to upload. Click Open to attach the correct creditor list - <b>Next</b> .
3	<b>Total Creditors Entered</b> screen displays - <b>Submit</b> . <b>Creditors Receipt</b> screen appears and your transaction is complete.