

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 Bankruptcy > Open Voluntary BK Case .
2	<ul style="list-style-type: none"> • Case Type defaults to BK. • Current date will display in Date Filed field. • Select the Chapter from the pick list. • Default value for Joint Petition is “n”; for joint filing select “y”. • If there are required items missing from the petition, chance Deficiencies from “n” to “y”; a deficiency list will display later - Next.
3	<p>Search for a Debtor screen displays.</p> <ul style="list-style-type: none"> • Search by Debtor’s SSN/ITIN or type last name in Last/Business name field - Search. Highlight and Select name from list OR • If no match is found or <u>Debtor’s name is different than what is on the petition page</u> - Create New Party. • Type information in appropriate fields - Submit.
4	Verification screen displays showing Divisional Office and county code - Next .
5	<p>The Statistical Data screen appears -</p> <ul style="list-style-type: none"> • Prior filing within last 8 years defaults to “no”. Choose as applicable. • Select the appropriate Fee Status (Installment, Paid, Fee Not Paid, IFP Filing Fee Waived). Please note that if payment is for the \$39.00 administrative fee, select Installment. • Choose Nature of debt. If business chosen select Type of debtor and Nature of business. • Asset Notice defaults as to the chapter being filed. Chapter 7 cases are No Asset and Chapters 11, 12 and 13 are Asset. • Select the Estimated Number of Creditors, Assets and Liabilities - Next.
6	Summary of Schedules screen displays. Enter the totals as indicated. Do not include an amount for any schedule that is not being filed. Next . Screen for additional data - Next .
7	Select Browse to Select the PDF Document . Locate and verify the petition you wish to file. Select Open to attach the PDF - Next . Incomplete Filings Due Date is shown if Deficiencies “y” chosen - Next . Fee verification screen displays - Next .

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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 Bankruptcy > Creditor Maintenance > Upload a Creditor Matrix File. Verify case number - Next. The creditor list must be in .txt format.
2	Select Browse to locate and verify the creditor file you wish to upload. Click Open to attach the correct creditor list - Next.
3	Total Creditors Entered screen displays - Submit. Creditors Receipt screen appears and your transaction is complete.