

## Simple instructions:

**Step 1:** *Open the bankruptcy case.*

**Step 2:** *Upload the creditor matrix.*

**Step 3:** *Run Judge/Trustee Assignment program.*

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*The instructions below are extremely detailed (on a screen by screen basis). They are intended as a reference for questions along the way. The actual process is easy to follow and moves quickly.*

### STEP ONE: OPEN BANKRUPTCY CASE

Select "Bankruptcy" from the CM/ECF menu.

Select "Open Bankruptcy Case."

#### **Screen 1**

Enter the chapter of bankruptcy filing.

Choose yes/no as to whether it is a joint petition.

Choose yes/no as to whether there are deficiencies. (If the statement of affairs, attorney disclosure statement, all schedules, and/or means test form are not included and will not be filed the same day, select YES.)

#### **Screen 2**

Search for a debtor.

Search by SSN, Last or Business Name to see if the debtor is already registered in the system.

#### **Screen 3**

Select the appropriate name. Make sure that ALL information - including address in the pop-up window – is correct.

If "No person found," click on "Create new party."

#### **Screen 4**

Verify debtor information.

Use upper and lower case characters. Do not use punctuation. Enter entire SSN (with hyphens) or Tax ID (if debtor is a business). Be sure to select the county in which the debtor resides. Phone, fax, and email are not necessary.

#### **Optional Screen**

Click "Alias..." and enter debtor alias, if any.

#### **Optional Screen**

Click "Corporate parent/affiliate..." and search for a business name. Select business name from a list or if "No person found" appears, click "Create new corporate parent/affiliate" and enter the relevant information.

\* repeat process for joint debtor, if any

#### **Screen 5**

This screen will tell display which divisional office your case has been assigned. Click Next.

#### **Screen 6**

Enter the relevant information. Be sure to select the appropriate fee status. If an application to pay the filing fee in installments accompanies the petition, select "Installment." If an application to waive the filing fee accompanies the petition, select "IFP filing fee waived."

**Screen 7**

Summary of Schedules – enter the relevant information.

**Screen 8**

B22A form - Enter the relevant information from the paperwork associated with your case.

**Screen 9**

Browse for the PDF to attach. **CHECK** that the attached PDF is correct by right-clicking on it in the browser window and opening it.

Attachments to Document - Click “Yes” if there are additional documents with this docket entry. Otherwise, leave the default setting at “No.”

**Screen 10**

Review “Statement of Current Monthly Income & Means Test Calculation” form (22A). Enter the information related to the presumption of abuse.

**Screen 11**

Read displayed information regarding fee applications.

**Screen 12**

Acknowledge the fee amount displayed.

**Screen 13**

This screen is blank. Click “Next” to continue.

**Screen 14**

Approve the final docket text. Clicking “Next” will submit the entry and commit the transaction. Be sure the displayed text is correct.

*PLEASE NOTE:* The filing fees may be paid during this transaction through a pay.gov window. Fees may also be paid at the end of the day. If you choose to “Pay Now,” the program will link with the US Treasury Electronic Fee Payment module. You will need to have payment information ready (credit card information, etc.).

**STEP TWO: CREDITOR MATRIX**

Select “Bankruptcy” from the CM/ECF menu.

Select “Upload a creditor matrix.”

**Screen 1**

Enter the relevant case number.

**Screen 2**

Browse for the appropriate .txt file. Select the file, and then click “Next.”

**Screen 3**

CM/ECF will display how many creditors were uploaded from the matrix. Click “Submit.”

**Screen 4**

This screen is a Creditors Receipt which will list the case number and total creditors added to the database. It also displays links to “File A Proof Of Claim” and “Return to Creditor Maintenance Menu.”

**STEP THREE: JUDGE/TRUSTEE ASSIGNMENT**

*PLEASE NOTE:* You must have completed step two first or this step will not work.

The Judge/Trustee Assignment is deactivated for the following counties: Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens and Whitman

Select “Bankruptcy” from the CM/ECF menu.

Select “Judge/Trustee Assignment.” A confirmation screen will display with the judge/trustee assignment.