

INVOLUNTARY BANKRUPTCY CASE OPENING

To file an involuntary bankruptcy petition in the ECF system, the attorney must **Open an Involuntary BK Case**. During this process the attorney will enter the required information about the petitioning creditors, the debtor and statistical information. The attorney uses the information from the involuntary petition. To open an involuntary bankruptcy case, follow the steps outlined below:

STEP 1 Click **Bankruptcy** from the Main menu, and then click **Open an Involuntary BK Case** hypertext link from the Bankruptcy Events menu.



STEP 2 The **Open New Involuntary Bk Case** screen appears.

A screenshot of the 'Open New Involuntary BkCase' screen. The screen has a light blue background and contains the following fields and buttons: 'Case type' with a dropdown menu showing 'bk'; 'Date filed' with the value '6/10/2004'; 'Chapter' with a dropdown menu showing '7'; 'Joint Petition' with a dropdown menu showing 'n'; 'Deficiencies' with a dropdown menu showing 'n'; and two buttons at the bottom: 'Next' and 'Clear'.

- **Case Type:** Select 'bk'
- **Date Filed:** the date field defaults to the current date and cannot be changed.
- **Chapter:** Select the appropriate chapter, either '7' or '11' (Chapters 9, 12, 13 and Sec. 304 not authorized)
- **Joint Petition:** Select 'n' (joint involuntary petition not authorized)
- **Deficiencies:** Always select 'n'
- Click '**Next**' to continue or '**Clear**' to reset

(Note: If Chapter 9, 12, 13 or Sec. 304 is selected, the following screen will appear after clicking Next, and the user must then click the Back button on the browser to return to the previous screen:

Open New Involuntary Bankruptcy Case

An Involuntary Petition may be filed ONLY under Chapter 7 or Chapter 11. Go back to select correct chapter.

STEP 3 The Statistical Information screen appears.

Open New Involuntary BKCase

Type of debtor Individual Corporation Partnership Clearing Bank
 Railroad Stockbroker Commodity Broker Other

Fee status Paid
Nature of debt business
Voluntary involuntary
Origin Zero
Date split/transfer

Asset notice No
Estimated number of creditors 1-15
Estimated assets \$0-\$50,000
Estimated debts \$0-\$50,000

Next Clear

- **Type of Debtor:** Select by clicking appropriate check box (defaults to Individual; if other type selected, you must uncheck Individual)
- The remaining fields are completed by clicking the down arrow to the right of the drop down box and highlighting the appropriate information as contained on the Involuntary Petition:
 - **Fee Status:** Select “p” for paid (installment payments are not authorized).
 - **Nature of Debt:** Select “business” or “consumer”.
 - **Voluntary:** Select “involuntary”.
 - **Origin:** Leave this field at the default of 0 (Zero).
 - **Date Split/Transfer:** Leave this field blank.
 - **Asset Notice:** select “No” for Chapter 7 case, select “Yes” for Chapter 11 case.
 - **Estimated Number of Creditors:** field defaults to “1-15.” Modify, if applicable. This information is not contained on the Involuntary Petition.
 - **Estimated Assets:** field defaults to “\$0 - \$50,000.” Modify, if applicable. This information is not contained on the Involuntary Petition.
 - **Estimated Debts:** field defaults to “\$0 - \$50,000.” Modify, if applicable. This information is not contained on the Involuntary Petition.
- Click **Next** to continue or **Clear** to reset defaults.

- STEP 4** A display message appears directing the user to add all petitioning creditors in the case first, and to add the debtor last. Parties must be added in this manner to ensure that the case is assigned to the proper divisional office.
- Click Next to continue.

Open New Involuntary BkCase

When Adding Parties, Please Add Petitioning Creditor(s) First, Then Add Debtor(s) Last. After Addition of All Parties Press End party selection.

Next Clear

- STEP 5** The **Search for a party** screen appears.

Open New Involuntary BkCase

Search for a party

SSN Tax Id

Last/Business name

Search Clear

End party selection

A party may be searched in one of the following ways:

- **Social Security Number:** Key party's Social Security Number.
- **TAX ID:** If party is a business, key tax identification number.
- **Last/Business Name:** Enter the party's last name or the business name.
- Click **Search**.

- STEP 6** The **Party search results** screen appears with the results of your search.

Search for a party

SSN Tax Id

Last/Business name

Search Clear

Party search results

- Taylor, David Arthur
- Taylor, David Devon
- Taylor, Denise G.
- Taylor, Denise Gina
- Taylor, Elizabeth R.
- Taylor, Elizabeth R.

Select name from list Create new party

Denise G. Taylor
246 Jamestown Drive
Richmond, VA 23229

- If the party's name appears in **Party search results** window, highlight the name (A pop-up window will appear listing the name and any

address for the party selected.), click **Select Name from List**, and proceed to **STEP 7** .

Search for a party

SSN Tax Id

Last/Business name

Party search results

Taylor, Ann
 Taylor, Asa Darrel
 Taylor, Carl Richard
 Taylor, Carol Ann
 Taylor, David Arthur
 Taylor, David Devon

or

Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

- If the party's name does not appear in the **Party search results** window or results indicate **No Person Found**, Click **Create new party** and proceed to add the party using the instructions in **STEP 7** through **STEP 12** .

STEP 7 A **Party Information** screen appears.

- If the party's name **appeared** from the search in **STEP 6**, the following **Party Information** screen appears to update any existing information:

Party Information

Denise G. Taylor SSN: Unknown

Office Address 1 246 Jamestown Drive

Address 2 Address 3

City Richmond State VA Zip 23229

County Country

Phone Fax

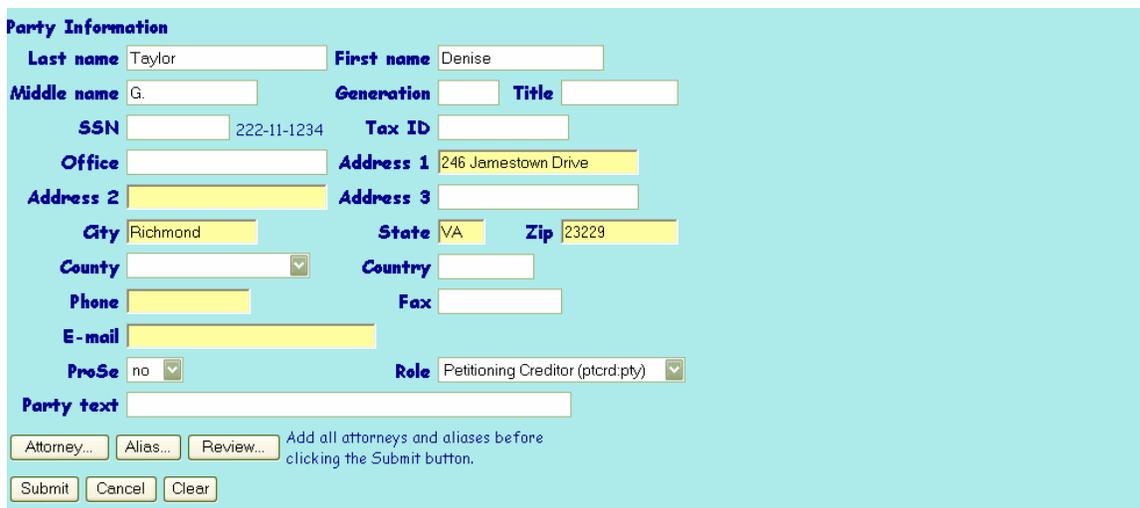
E-mail

ProSe no Role Petitioning Creditor (ptcrd.pty)

Party text

Add all attorneys and aliases before clicking the Submit button.

- Select the appropriate **Role** (petitioning creditor or debtor), by clicking in the box or the down arrow next to the field name. You will need to use the scroll bar to navigate through the list. The field defaults to **blank (blank:)** and must be changed before you are allowed to proceed.
- If an address is included for the party, modify as necessary. Any change to the address information will apply only to this case.
- If there is text that you wish to appear on the docket in the header information (after the party's name; i.e. 'a Virginia Corporation', 'as Trustee...', etc.) key information in **Party text** field.
- Select appropriate status for the party in the **Pro Se** field. Proceed to **STEP 8** to add any alias names. If there are no alias names, proceed to **STEP 9**.
- If the party's name did not appear from the search in **STEP 6**, or the search results indicated no person found, the **Party Information** screen appears to key the new party information:



Party Information

Last name Taylor First name Denise

Middle name G. Generation Title

SSN 222-11-1234 Tax ID

Office Address 1 246 Jamestown Drive

Address 2 Address 3

City Richmond State VA Zip 23229

County Country

Phone Fax

E-mail

ProSe no Role Petitioning Creditor (ptcrd:pty)

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

- Enter the party information, including address, in the appropriate fields. (If you are adding a business, use the *Last Name* field for the full business name.)
- Select the appropriate **Role** (petitioning creditor or debtor), by clicking in the box or the down arrow next to the field name. You will need to use the scroll bar to navigate through the list. The field defaults to **blank (blank:)** and must be changed before you are allowed to proceed.
- If you wish to include **Party Text** (such as a Virginia Corporation, etc.) add in box provided.
- Select appropriate status for the party in the **Pro Se** field.
- Proceed to **STEP 8** to add any alias names. If there are no alias names, proceed to **STEP 9**.

STEP 8 The **Alias Information** screen appears.

Alias Information (Party Taylor, Denise G.)

	Last/Business name	First name	Middle name	Generation	Role
1	Taylor	Denise	Gina		aka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and add more aliases, add attorneys, and submit all information for this party.

- Add alias information as indicated above.
- If business, the full business name is keyed in Last/Business name field. Select appropriate alias role.
- Click **Add aliases** to return to the **Party Information** screen, or **Clear** to re-key alias information.

STEP 9 If the party is represented by an attorney (you will be representing the petitioning creditor(s)), select the **Attorney** button. The **Search for an attorney** screen appears.

Search for an attorney

Bar Id

Last name

- Search for the party's attorney by keying the last name of the attorney in the **Last name** field. *Note:* do not search for an attorney by **Bar Id**. Click **Search**.

STEP 10 **Attorney Search Results** screen appears.

Search for an attorney

Bar Id

Last name

Attorney search results

- Lowe, Debra ClaimsOnly
- Lowe, Debra H.
- Lowery, Margaret

Person Address - Microsoft Internet Explorer

Debra H. Lowe
 Bar Id:
 Dewey, Cheatham & Howe
 1100 East Main Street
 Richmond, VA 23219

- If the attorney’s name does not appear, make sure that the name has been searched correctly, then contact the appropriate divisional office for assistance.
- If the attorney’s name appears, click to highlight. A pop-up window appears displaying the name and address of the attorney. If correct attorney, click **Select name from list**.

STEP 11 The **Attorney Information** screen appears. Verify the information contained therein. Modify information, if necessary. Any changes made to the attorney’s information will apply only to this case.

- **Lead attorney** – select “yes” if this is the lead (or only) attorney for this party.
- Click **Add attorney** to add or **Cancel attorney** to cancel addition and return to the **Party Information** screen.

Attorney Information (Party Taylor, Denise G.)

Debra H. Lowe Bar Id: Unknown Bar Status: Unknown

Office Dewey, Cheatham & Howe **Address 1** 1100 East Main Street

Address 2 **Address 3**

City Richmond **State** VA

Zip 23219 **Country**

Phone **Fax**

E-mail debbie_lowe@vaeb.uscour **Lead attorney** yes

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

To review the attorney and/or alias information keyed for the party, click **Review**.

STEP 12 The **Review attorneys and aliases** screen appears.

Review attorneys and aliases
Denise G. Taylor

Uncheck to remove from list

Attorneys added:

Lowe, Debra H.
Dewey, Cheatham & Howe
1100 East Main Street
Richmond, VA 23219

Aliases added:

Taylor, Denise Gina (aka)

- If either the attorney or alias information is incorrect, click the appropriate box to remove the check and remove the information, and click **Return to Party screen**, or
- If all information is correct, click **Return to Party screen**.
- Click **Submit** to add the party and proceed with adding additional parties. Refer to **STEP 5** through **STEP 12** to add the remaining parties. When all parties have been added, select **End Party Selection**.

STEP 13 The **Divisional Office** screen appears, to indicate the divisional office in which the bankruptcy is to be filed.

Open New Involuntary BkCase

Divisional Office is set to **Richmond** based on the county code **51041** of the debtor

- Divisional Office is set based on the county code of the debtor.
- Verify that it is the correct division (i.e. Alexandria, Richmond, Norfolk, Newport News).
- Click **Next** to continue.

(Note: If the user does not follow the instruction to add the debtor to the case last, the system will not automatically assign the divisional office and the following screen will appear for the user to select the divisional office manually:

Open New Involuntary Bankruptcy Case

The **Party Role** entered is not **Debtor**

You have to manually choose a Divisional Office

Alexandria

STEP 14 The **Select event** screen appears to select the appropriate Involuntary Petition Event.

Open New Involuntary BkCase

Select event

Involuntary Petition Under Chapter 7

- After selecting the appropriate petition event, Click **Next** to continue or **Clear** to reset.

STEP 15 The **Select the PDF document** screen appears.

Open New Involuntary BkCase

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

- Key complete pathname in filename window, making sure to include the .pdf suffix. **or**
- Click **Browse** to navigate to the appropriate directory and file. The **File Upload** (or **Choose File**, if using Netscape) window appears:
 - Change **Files of types:** to Acrobat [*.pdf] or All Files.
 - Change **Look in:** to the appropriate drive where the document is located.
 - Click on appropriate filename, and then click **Open** (or you may double-click on the filename to populate the filename box).
- **If there are no separate “attachments to document”**
 - Click **Next** to continue and proceed to **STEP 16**.
- **If there are separate “attachments to document” (e.g. Divisional Venue, etc.)**
 - Change **“Attachments to Document”** radio button to **Yes** and click **Next**.

Open New Involuntary Bankruptcy Case

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Select the filename of your attachment by using **Browse**, and following the instructions [in this step] above.
- Click the arrow next to **Type** and highlight type of attachment, if listed.
- Click in **Description** box and key any additional description, or add description, if not listed under **Type**.
- Click **Add to List**.
- Continue to add attachments using the steps above as necessary.
- Once all attachments have been added, click **Next**.

STEP 16 Screen appears prompting for the names of Petitioning Creditors in the case:

Open New Involuntary BkCase

Fee: \$209

Key Name(s) of Petitioning Creditor(s) in this Case Here:

- Key all names, separated by commas.
- When complete, click **Next** to continue, or **Clear** to reset.

Open New Involuntary BkCase

- Click **Next** to continue.

STEP 17 The **Final Docket Text** screen appears.

Open New Involuntary BkCase

Docket Text: Final Text

Involuntary Petition Under Chapter 7 filed against June's Bridal Shoppe by Denise G. Taylor (Lowe, Debra)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry to ensure that information is correct.
- If correct, click **Next** to submit filing to court.

- If docket entry is incorrect, click **Back** to make corrections, or click **Bankruptcy** from Main menu to start over.

(Note: Due to system constraints, neither the attorney representing the petitioning creditors, nor the attorney representing the debtor (if added during opening) is included in the docket text.)

Receipt of Filing

The **Notice of Bankruptcy Case Filing** screen appears. This screen confirms that the system has received the case and it is now an official Bankruptcy Case.

Open New Involuntary BkCase

U.S. Bankruptcy Court TEST

Eastern District of Virginia - TEST

Notice of Electronic Filing

The following transaction was received from Lowe, Debra entered on 6/16/2004 at 2:19 PM EDT and filed on 6/16/2004

Case Name: June's Bridal Shoppe

Case Number: [04-30221](#)

Document Number: [1](#)

Docket Text:

Involuntary Petition Under Chapter 7 filed against June's Bridal Shoppe by Denise G. Taylor (Lowe, Debra)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: N:\ecf\TrainDocs\petition.pdf

Electronic document Stamp:

[STAMP VAEBStamp_ID=875559604 [Date=6/16/2004] [FileNumber=64727-0] [4f9ff3dce85c582032f4c7f8a39c3130f19b9e0dec69fa8bf037e372407a8a4baeab14b

Each notice will include the following:

- Who filed the document
- Date and Time
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp

To print receipt:

- Click **File** at top of Netscape screen and select **Print**, *or*
- Click the Printer icon at the top of the page.

[Note: It is strongly recommended that a copy of the receipt be maintained for your records.]

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login