

**UNITED STATES BANKRUPTCY COURT**  
DISTRICT OF ARIZONA

**ATTORNEY CASE OPENING INSTRUCTIONS**

When opening a case and filing a petition, you will be required to pay the filing fee online with a credit/debit card. (To file a petition where the debtor is applying to waive the filing fee or pay the filing fee in installments, see Filing Fee Installment and Filing Fee Waiver Instructions.) All voluntary and involuntary petitions may be filed.

If you are using software with one-button filing features, after you have filed the case or cases, proceed to step 19 below to use the **Judge/Trustee Assignment** process. If your bankruptcy software does not have a one-button filing feature, you will need to open the case as part of the filing of the petition.

1. Under the **Bankruptcy Events** menu select **Open a BK Case**. Select the correct Chapter. If filing a joint petition, change Joint Petition to y. If you are not filing all the required schedules and statements (and if a Chapter 13, the Plan), with the petition then change Deficiencies to y. If filing all required schedules and statements and the plan, if a Chapter 13 case, leave Deficiencies at n.
2. Enter the debtor's Social Security Number or Tax ID and click on Search.

**Open New Bankruptcy Case**

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

3. On the next screen, click on Create new party. If your debtor has previously filed a bankruptcy in the District of Arizona, the debtor's name may appear on the list and you could, instead, select the debtor's name from the list and click on Select name from list. (Use only if the name is **exactly** the same as the name on the petition you are filing and the address shown in the pop-up is correct.) Otherwise, Create a new party.
4. After clicking on Create new party, you will receive the Debtor Information screen. Using ALL CAPS, complete: Name fields (Generation is used for Sr., Jr., or III), (if a business, corporation, partnership or LLC, place the entire name in the Last name box); Title is not used; SSN or Tax ID (**NOTE: The full social security number must be input, however, only the last 4 digits will be displayed. If the full social security number is not input at the time of case opening, you will be required to file with the court, on paper, the SSN Statement. DO NOT file or attach the SSN Statement or any amended SSN Statement to any electronic filings**); Office field is not used; Address; County (County cannot be left blank. Select the proper county, which will determine the office the case is filed in). Leave the following fields blank: Country (unless outside USA), Phone, Fax and E-mail. Leave Party text blank (if filing a corporate case, you would place "an Arizona corporation" in the Party text line instead of including it as part of the name). Input the email address of the debtor.

Debtor Information	
Last name	JONES
Middle name	
SSN/ITIN	222-22-2222 999-99-9999
Office	
Address 2	
City	TUCSON
County	PIMA-AZ (04019)
Phone	
E-mail	gjones1111@aol.cm
Party text	
First name	GEORGE
Generation	
Title	
Tax Id/EIN	12-1234567
Address 1	123 W 5TH STREET
Address 3	
State	AZ
Zip	85701
Country	
Fax	

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

5. **Corporate parent/affiliate** only needs to be used if the following applies, otherwise bypass it.

If a corporation is filing a bankruptcy petition and if 10 percent or more of any class of the debtor corporation's equity interests are directly or indirectly owned by any other corporation(s), then the debtor is required to file a statement that identifies those corporations. After opening the case and filing the petition, this statement should be filed using the entry Statement of Corporate Ownership under the **Other** category in **Bankruptcy Events**.

During case opening, the corporate parent(s) are to be added to the case using the below process:

Click on the Corporate Parent button at the bottom of the Debtor Information screen. You will first be prompted to search and then add if the corporate parent has not already been listed previously in another case.

Search for a corporate parent / affiliate

Business name

Search Clear

If the corporate parent is on the list displayed, simply select it from the list. If not listed, then click on Create new corporate parent/affiliate. If creating a new corporate parent, complete the name and click on Add Corporate Parent. If there is more than one corporate parent, repeat the process by again clicking on the Corporate parent button at the bottom of the Debtor Information screen.

Search for a corporate parent / affiliate

Business name

Search Clear

Corporate parent / affiliate search results

ABC AFFILIATE INC.  
ABC COMPANY  
ABC PARENT CORPORATION  
ABC PARENT INC

Select name from list Create new corporate parent / affiliate

6. If the debtor has one or more aliases, click on Alias. If no aliases, click on Submit. If you click on Alias, the following screen will appear. Type in the alias and select the role. Then click on Add aliases. You will be returned to the Debtor Information screen. Click on Submit.

**Alias Information** (Party JONES, GEORGE )

	Last/Business name	First name	Middle name	Generation	Role
1	JONES	G			aka
2					aka
3					aka
4					aka
5					aka

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

7. If filing a joint case, you will receive another screen as shown in step 2 above and you will need to repeat steps 2 through 5.

**Open New Bankruptcy Case**

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

8. The next screen will display the office where the case will be filed and is based on the county that was selected previously. Click Next.

**Open New Bankruptcy Case**

Office is set to **Tucson** based on the county of the debtor (**PIMA-AZ - 04019**).

9. On the statistical screen, you will be prompted to enter the following data: Prior filing within last 8 years; leave Fee status at Paid (your credit card will be charged, see separate Attorney Filing Fee Installment and Filing Fee Waiver Instructions if applying for a waiver or paying in installments); Nature of debt (consumer or business), Asset notice (if filing a Chapter 7 leave Asset notice at No, if filing a Chapter 11,12 or 13, change Asset notice to Yes); select the number of creditors, assets and liabilities (as listed on the petition). Select Type of debtor (defaulted to Individual). If debtor is not an individual, move radio button accordingly. Select appropriate Nature of business (the same box that was checked on the petition). Click Next.

**Open New Bankruptcy Case**

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

**Type of debtor**

Individual  
 Corporation (includes LLC & LLP)  
 Partnership  
 Other

**Nature of business**

Health Care Business  
 Single Asset Real Estate  
 Railroad  
 Stockbroker  
 Commodity Broker  
 Clearing Bank  
 None of the above

10. Report the totals from the schedules in the boxes provided. If amount is 0.00 insert 0.00. Total for Dischargeable Debt will be automatically computed. Click Next.

**Open New Bankruptcy Case**

**Summary of Assets and Liabilities and Certain Statistical Information**

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>		
Schedule A/B - Total Personal Property	<input type="text"/>		
Schedule D - Total Secured Claims		<input type="text"/>	
Schedule E/F - Total Priority Unsecured Claims		<input type="text"/>	
Schedule E/F - Total Nonpriority Unsecured Claims		<input type="text"/>	
Schedule I - Monthly Income			<input type="text"/>
Schedule J - Monthly Expenses			<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			<input type="text"/>
<b>Total Nondischargeable Debt (Official Form 106Sum, 9g)</b>		<input type="text"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or total nondischargeable debt is not known.		<input type="text"/>	

11. Enter all applicable information from the schedules and Chapter 7 Statement of Current Monthly Income and Means-Test Calculation. Click Next.

**Open New Bankruptcy Case**

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission  
Debtor  Spouse

Schedule I line 6: Subtotal of payroll deductions  
Debtor  Spouse

Schedule J line 23c: Monthly net income

**Form B122A-1**

Line 1: Marital and filing status

Line 11: Total current monthly income  
Debtor  Spouse

Line 13: Number of people in debtor's household

Line 13: Applicable median family income

**Form B122A-1Supp**

Line 1: Declaration of non-consumer debt

Line 2: Disabled veteran

**Form B122A-2**

Line 4: Adjusted current monthly income

**National Standards**

Line 6: Food, clothing and other items

Line 7c: Out-of-pocket health care allowance: people under 65 years of age

Line 7f: Out-of-pocket health care allowance: people 65 years of age or older

**Local Standards**

Line 8: Housing and utilities; insurance and operating expenses

Line 9c: Housing and utilities; Net mortgage or rent expense

Line 11: Local transportation expenses: number of vehicles

Line 12: Vehicle operation expense OR Line 14: Public transportation expense

Line 13c: Net Vehicle 1 ownership or lease expense:

Line 13f: Net Vehicle 2 ownership or lease expense:

Line 15: Additional public transportation expense

**Other Expenses**

Line 24: Total expenses allowed under IRS expense allowance

Line 29: Education expenses for dependent children younger than 18

Line 30: Additional food and clothing expense

Line 32: Total additional expense deductions

Line 37: Total deductions for debt payment

Line 38: Total deductions from income

**Determine Presumption of Abuse**

Line 39c: Monthly disposable income

Line 39d: 60-month disposable income

Line 40: Initial presumption determination

Line 41a: Total nonpriority unsecured debt

Line 41b: 25% of total nonpriority unsecured debt

Line 42: Secondary presumption determination

If you are not filing all the listed required documents with the petition, (you should have selected Deficiencies “y” on the first screen) check those documents that are not being filed with the petition. The deficiency list will vary depending upon the Chapter filed.

Open New Bankruptcy Case	Open New Bankruptcy Case	Open New Bankruptcy Case
<b>Deficiency List</b>	<b>Deficiency List</b>	<b>Deficiency List</b>
<i>Check item(s) NOT included in the petition</i>	<i>Check item(s) NOT included in the petition</i>	<i>Check item(s) NOT included in the petition</i>
<input type="checkbox"/> Schedules A/B-J <input type="checkbox"/> Statement of Financial Affairs <input type="checkbox"/> Attorney Disclosure Statement <input type="checkbox"/> Ch 7 Statement of Mthly Income <input type="checkbox"/> Payment Advices Declaration	<input type="checkbox"/> Schedules A/B-J <input type="checkbox"/> Statement of Financial Affairs <input type="checkbox"/> Attorney Disclosure Statement <input type="checkbox"/> Chapter 13 Plan <input type="checkbox"/> Ch 13 Stmt of Monthly Income <input type="checkbox"/> Payment Advices Declaration	<input type="checkbox"/> List of 20 Largest Unsecred Cred <input type="checkbox"/> Schedules A/B-J <input type="checkbox"/> Statement of Financial Affairs <input type="checkbox"/> Attorney Disclosure Statement <input type="checkbox"/> Ch 11 Stmt of Monthly Income <input type="checkbox"/> Payment Advices Declaration
<input type="button" value="Next"/> <input type="button" value="Clear"/>	<input type="button" value="Next"/> <input type="button" value="Clear"/>	<input type="button" value="Next"/> <input type="button" value="Clear"/>

These documents, if not filed with the petition, must be filed within 14 days.

\*\* Please note that the mailing list and credit counseling certificate are not included in this list because you do not have 14 days to file or upload these two items. If the creditor list is not uploaded on the date the petition is filed, it must be uploaded no later than 7 days from the date of the filing of the petition or the case will be dismissed. The credit counseling certificate, certificate of exigent circumstances or application to waive requirement is to be filed with the petition. If it is not filed on the date the petition is filed, it must be filed within 7 days or the case may be dismissed.

12. The next screen will allow you to upload the PDF documents for the petition and any lists or schedules and statements filed with the petition. If filing a Chapter 13 case and the plan is ready to be filed, do not include the plan as part of the petition filing. The plan is to be filed as a separate entry.

**Open New Bankruptcy Case****Filename** Browse...**Attachments to Document:**  No  Yes 

13. The next screen will tell you the due dates for any missing documents and for the filing of the ECF Declaration. (The declaration is to be filed with the clerk on paper and not electronically filed.) Click on Next.

Schedules and Statements due date 08/7/2018

Electronic Filing Declaration due date 08/14/2018

Master Mailing List due date 07/31/2018

 

14. The following screen will prompt you to select yes, no or unknown to the question of whether a presumption of abuse arises.

Electronic Filing Declaration due date 08/14/2018

Presumption of Abuse

 no  
 yes  
 unknown 

If you are filing the Chapter 7 Individual Debtor Statement of Current Monthly Income and Means Test with the petition, select yes or no as marked on that statement. If you are not filing that statement with the petition, but will be filing it within 14 days, then you may select unknown. If yes is selected, the meeting of creditors notice will state: The presumption of abuse arises. If no is selected, the creditors meeting notice will state: The presumption of abuse does not arise. If unknown is selected, the notice will state: Insufficient information has been filed to date to permit the clerk to make any determination concerning the presumption of abuse. If more complete information, when filed, shows that the presumption has arisen, creditors will be notified.

If you have selected unknown, when you do later file the Statement of Current Monthly Income and Means Test, there will be two filing entries to choose from depending on whether the statement you are filing is marked Presumption arises or Presumption does not arise. You need to file the statement using one of the following options under Bankruptcy Events>Other so the correct entry so that the proper notice can be given.

Chapter 7 Means Test Calculation 122A-2

Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp)

15. The next screen will display the required filing fee. Click Next.

**Open New Bankruptcy Case**

Fee: \$335

 

16. Click on Next again and you will receive the final docket text. You are not able to modify the docket text. The docket entry will show the due dates for all the missing documents you checked on the deficiency list. Click on Next.

**Docket Text: Final Text**

Chapter 7 Voluntary Petition, Mailing List, Schedules and Statements (except for those listed below). Electronic Filing Declaration due 3/15/2004, Schedules A-J due 3/9/2004, Statement of Financial Affairs due 3/9/2004, Attorney Disclosure Statement due 3/9/2004, filed by Sue Test of (Non-Existant Attorney) on behalf of MICHAEL R. JONES SR., NORAH S. JONES (Test, Sue)

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

The filing of the petition and any included schedules and statements is now done and the next screen is your filing receipt which will show you the case number assigned.

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from EUNICE T STROUD entered on 7/24/2018 at 10:51 AM AZ and filed on 7/24/2018

**Case Name:** GEORGE JONES  
**Case Number:** [4:18-bk-00132](#)  
**Document Number:** [1](#)

The next step is to use the **Creditor Maintenance** option under the **Bankruptcy Events** menu to upload the creditors. The mailing list must be in a text format (.txt or .scn). (See **Master Mailing Requirements for Attorneys** if more information is needed.) If the mailing list of creditors is not uploaded on the date the petition is filed, it must be uploaded no later than 7 days from the date of the filing of the petition. If not uploaded within 7 days, the case may be dismissed. (If you have software with one-button filing features, the creditors will be uploaded as part of the bankruptcy filing, saving you this step.)

**Bankruptcy Events**

<a href="#">Answer/Response/Objection...</a>	<a href="#">Unclaimed Funds</a>
<a href="#">Appeal</a>	
<a href="#">Claim Actions</a>	<a href="#">Case Upload</a>
<a href="#">Creditor Maintenance...</a>	<a href="#">Judge/Trustee Assignment</a>
<a href="#">File Claims</a>	<a href="#">Order Upload</a>
<a href="#">Motions/Applications</a>	
<a href="#">Notices</a>	
<a href="#">Notice of Hearing</a>	
<a href="#">Open a BK Case</a>	
<a href="#">Open Involuntary BK Case</a>	
<a href="#">Other</a>	
<a href="#">Plan</a>	
<a href="#">Trustee/US Trustee</a>	

If you are filing more than one case, you will want to file all your cases and upload the mailing lists before going to the **Judge/Trustee Assignment** option on the above **Bankruptcy Events** menu. While you may run the Judge/Trustee Assignment feature after filing each case, any batch filing permitted by the U.S. Trustee will not be obtained. After the **Judge/Trustee Assignment** option runs, you will receive the following screen which will display the judge(s) and trustee(s) assigned to the case(s) you filed, along with the date set for the meeting of creditors.







## Open Involuntary BK Case

1. To open an involuntary case and file an involuntary petition, select **Open Involuntary BK Case** under **Bankruptcy Events**.

Select either Chapter 7 or 11.

2. You will first be prompted to search and then add the debtor. Input data using all caps and include the email address of the debtor.

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

3. You will then be prompted to search and add the petitioning creditor(s), one at a time.

Search for a petitioning creditor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

4.00 Input data using all caps and include the email address of the petitioner. Be sure to check the box that you are the filing attorney for this party. If the petitioning creditor has a corporate parent as described above, then that requirement applies. After you have added all the petitioning creditor(s), click on End petition. cred. selection.

**Petition. Cred. Information**

ABC CORPORATION SSN / ITIN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

Country  Country

Phone  Fax

E-mail

Party text

The user opening the case is the filing attorney for this party.

Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

The docket entry at the conclusion of the filing will correctly list the debtor and petitioning creditor(s).

Docket Text: Final Text

Involuntary Chapter 7 Petition Against an Individual. Re: GAGE JONES Filed by Petitioning Creditor(s): JOHN SMYTHE (attorney EUNICE T STROUD) (STROUD, EUNICE)

For issuance of an involuntary summons, you may either submit a paper summons for issuance by the clerk's office or you may (as when opening an adversary proceeding) make a request on the docket. The summons will be issued on the docket within three business days and you may print the summons from the docket. This request entry is located under **Bankruptcy Events> Other**.

**Selected Events** (click to remove events)

Request for Issuance of Involuntary Summons