

UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA

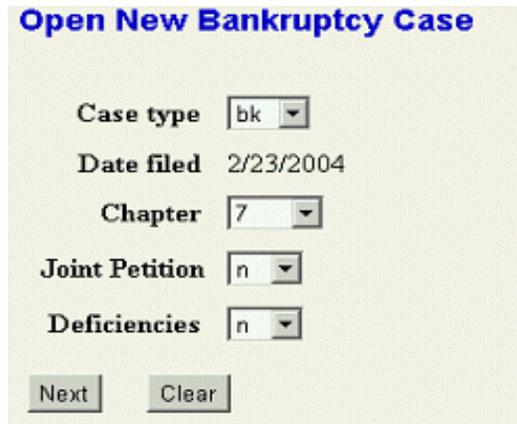
Revised 12/10

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 Attorney Filing Fee Installment and Filing Fee Waiver Instructions.) All voluntary and involuntary petitions may be filed. See below for instructions on opening an involuntary case.

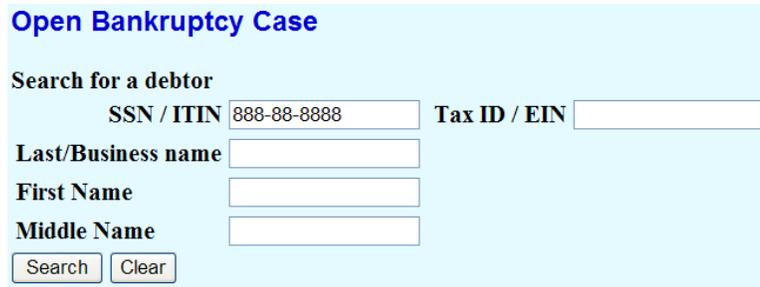
If you are using software with one-button filing features, after you have filed the case or cases, proceed to step 19 below to use the **Judge/Trustee Assignment** process. If your bankruptcy software does not have a one-button filing feature, you will need to open the case as part of the filing of the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



The screenshot shows a web form titled "Open New Bankruptcy Case" with a light green background. It contains several dropdown menus: "Case type" set to "bk", "Date filed" set to "2/23/2004", "Chapter" set to "7", "Joint Petition" set to "n", and "Deficiencies" set to "n". At the bottom are "Next" and "Clear" buttons.

- 2) Enter the debtor's Social Security Number or Tax ID and click on Search.



The screenshot shows a web form titled "Open Bankruptcy Case" with a light blue background. It has a section "Search for a debtor" with input fields for "SSN / ITIN" (containing "888-88-8888") and "Tax ID / EIN". Below are fields for "Last/Business name", "First Name", and "Middle Name". At the bottom are "Search" and "Clear" buttons.

- 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.

The screenshot shows a window titled "Party search results". Inside, there is a scrollable list box containing the text "JONES77, BRAD". Below the list box are two buttons: "Select name from list" on the left and "Create new party" on the right.

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).

The screenshot shows the "Debtor Information" form with the following fields and values:

- Last name: JONES
- First name: ABC
- Middle name: D
- Generation: (empty)
- Title: (empty)
- SSN / ITIN: 888-88-8888 222-11-1234
- Tax ID / EIN: (empty) 11-2222222
- Office: (empty)
- Address 1: 123 W 5TH ST
- Address 2: (empty)
- Address 3: (empty)
- City: PHOENIX
- State: AZ
- Zip: 85005
- County: Maricopa
- Country: (empty)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Party text: (empty)

At the bottom, there is a note: "Add all aliases and corporate parents or affiliates before clicking the Submit button." Below the note are buttons for "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear".

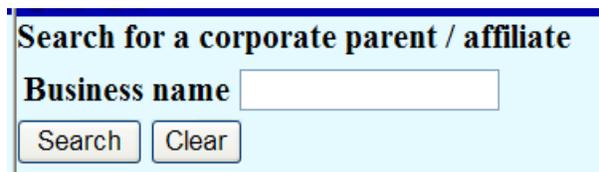
- 4) **Corporate Parent/affiliate** only needs to be used if the following applies, otherwise bypass it.

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:

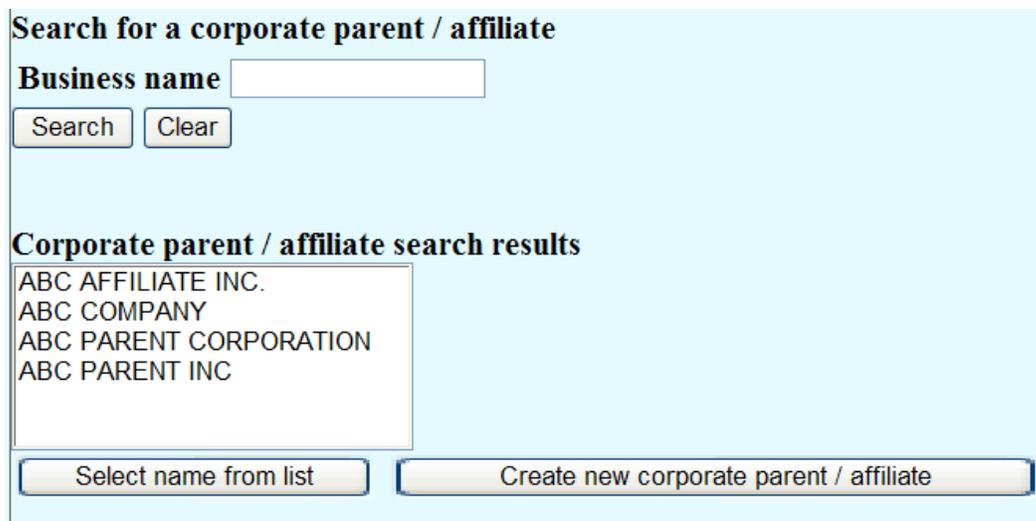
Click on the Corporate Parent button at the bottom of the Debtor Information screen.

You will first be prompted to search and then add if the corporate parent has not already been listed previously in another case.



The screenshot shows a light blue search box with the title "Search for a corporate parent / affiliate". Below the title is a text input field labeled "Business name". Underneath the input field are two buttons: "Search" and "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.



The screenshot shows the search results interface. At the top, it has the same search box as the previous image. Below the search box, there is a section titled "Corporate parent / affiliate search results" containing a list of four items: "ABC AFFILIATE INC.", "ABC COMPANY", "ABC PARENT CORPORATION", and "ABC PARENT INC". At the bottom of the interface, there are two buttons: "Select name from list" and "Create new corporate parent / affiliate".

- 5) 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, MICHAEL R.)

	Last/Business name	First name	Middle name	Generation	Role
1	JONES	MICKEY			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.

- 6) 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 Bankruptcy Case

Search for a joint debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

- 7) 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 Bankruptcy Case

Office is set to **Phoenix** based on the county of the debtor (**Maricopa - 04013**).

- 8) 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 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
- Other
- Tax-Exempt Entity

- 9) Report the totals from the schedules in the boxes provided. If amount is none, insert 0.00. Total Dischargeable Debt will be automatically computed. Click Next.

Open Bankruptcy Case

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
B - Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
D - Creditors Holding Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
E - Creditors Holding Unsecured Priority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
F - Creditors Holding Unsecured Nonpriority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Income (from Schedule I, Line 16)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Expenses (from Schedule J, Line 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Open Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor Spouse

Schedule J line 20c: Monthly net income

Form B22A

Line 1A: Veteran's declaration

Line 1B: Declaration of non-consumer debts

Line 2: Marital/filing status

Line 11: Subtotal of current monthly income Debtor Spouse

Line 14B: Debtor's household size

Line 14: Applicable median family income

Line 18: Current monthly income

Line 19A: National standards: food, clothing and other items

Line 19B: National standards: health care for household members under 65 years of age (Subtotal C1)

Line 19B: National standards: health care for household members 65 years of age or older (Subtotal C2)

Line 20A: Local standards: housing and utilities; non-mortgage expenses

Line 20B: Local standards: housing and utilities; mortgage/rent expenses

Line 22A: Local standards: transportation: vehicle operation/public transportation expense Number of vehicles used Amount

Line 22B: Local standards: transportation: additional public transportation expense

Line 23: Local standards: transportation ownership/lease expense Number of vehicles owned

Line 23c and 24c: Local standards: Net transportation ownership/lease expense Vehicle 1 Vehicle 2

Line 33: Total expenses allowed under IRS standards

Line 38: Education expenses for dependent children under 18

Line 39: Additional food and clothing expense

Line 41: Total additional expense deductions

Line 46: Total deductions for debt payment

Line 47: Total of all deductions allowed

Line 50: Monthly disposable income

Line 51: 60-month disposable income

Line 52: Initial presumption determination

Line 53: Total non-priority unsecured debt

Line 54: Threshold debt payment amount

Line 55: Secondary presumption determination

- 11) 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 Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

Schedules A-J
 Statement of Financial Affairs
 Attorney Disclosure Statement
 Ch 7 Means Test Statement
 Payment Advices Declaration

Next Clear

Open Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

Schedules A-J
 Statement of Financial Affairs
 Attorney Disclosure Statement
 Chapter 13 Plan
 Stmt of Current Monthly Income
 Payment Advices Declaration

Next Clear

Open Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

List of 20 Largest Unsecred Cred
 Schedules A-J
 Statement of Financial Affairs
 Attorney Disclosure Statement
 Stmt of Current Monthly Income
 Payment Advices Declaration

Next 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.

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

Filename

Browse...

Attachments to Document: No Yes

Next Clear

- 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 03/9/2004

Electronic Filing Declaration due date 03/15/2004

Next Clear

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

Presumption Arises

no
yes
unknown

Next Clear

- 15) 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 the correct entry so that the proper notice can be given.

Chapter 7 Individual Debtor Statement of Monthly Income and Means Test
(Presumption arises) **OR**
Chapter 7 Individual Debtor Statement of Monthly Income and Means Test
(Presumption does not arise)

- 16) The next screen will display the required filing fee. Click Next.

Open New Bankruptcy Case

Fee: \$299

Next Clear

- 17) 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.

Next

Clear

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 Attorney Root entered on 3/10/2009 at 2:32 PM AZ and filed on 3/10/2009

Case Name: ABC D JONES

Case Number: [2:09-bk-00075](#)

Document Number: [1](#)

- 18) 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 separate instructions 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

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

- 19) 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.

341 Judge And Trustee					
Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
4-151	MICHAEL R. JONES and NORAH S. JONES	7	First Meeting of Creditors scheduled for 04/05/2004 at 09:00 AM at U.S. Trustee Meeting Room, 2929 N. Central Ave., Suite 820, Phoenix, AZ (341-PHX). Objections for Discharge due by 06/04/2004. (Test, Sue)	Nielsen, George B.	MANN, DIANEM.

- 20) If you have filed a Chapter 13 case and the plan is ready to be filed, it will be filed as a separate entry, using the plan option from the **Bankruptcy Events** menu. Be sure the creditors have been uploaded before filing the Plan so that the Plan can be noticed to all creditors by the court.
- 21) If you need to provide a creditor with proof of the filing, you can obtain a Notice of Bankruptcy Case Filing. Run a **Query** using the case number assigned and click on **Notice of Bankruptcy Case Filing**.

Query	
Alias	Motions Report
Associated Cases	Notice of Bankruptcy Case Filing
Attorney	Party
Case Summary	Related Transactions
Claims Register	Status
Corporate Parents/Affiliates	Trustee
Creditor	
Creditor Mailing Matrix	
Deadline/Schedule	
Docket Report ...	
Filers	
History/Documents	
Judge	

You will then receive the following notice with the court seal that contains the filing information and can be sent to the creditor as proof of the bankruptcy filing.

United States Bankruptcy Court
District of Arizona

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 04/05/2004 at 4:48 PM and filed on 04/05/2004.

CHARLIE JONESSS
SSN: 777-77-7777



Open Involuntary BK Case

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

[Open Involuntary BK Case](#)

Select either Chapter 7 or 11.

Open Involuntary Bankruptcy Case

Case type bk
Date filed 7/7/2006
Chapter
Joint Petition n

You will first be prompted to search and then add the debtor.

Open Involuntary Bankruptcy Case

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

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

Open Involuntary Bankruptcy Case

Search for a petition. cred.

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Petition. Cred. Information

ABC CORPORATION SSN / ITIN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County 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.

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.

Open Involuntary Bankruptcy Case

Search for a petition. cred.

SSN Tax Id

Last/Business name

First Name

Middle Name

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

Open Involuntary Bankruptcy Case

Docket Text: Final Text

Involuntary Chapter 7 Petition Re: BRIAN JORDAN-JACKSON Filed by Petitioning Creditor(s): ABC CORPORATION (attorney SHIRLEY TEMPLE), XYZ BANK (attorney SHIRLEY TEMPLE), MNO CORPORATION (attorney SHIRLEY TEMPLE). (TEMPLE, SHIRLEY)

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**.

Reaffirmation Agreement and Motion to Approve - Pro Se Debtor
Reaffirmation Agreement/Declaration of Attorney
Report of Sale
Request That Debtor File Tax Information Pursuant to Section 521 (f)
Request for Issuance of Involuntary Summons
Schedule of Unpaid Debts in a Converted Case
Schedules
Statement of Facts

CREDITOR MAILING MATRIX

The creditor mailing matrix is available in a 3 column format.

Creditor Mailing Matrix

Case number 05-1

Special mailing group All (High)
sg1

Format 3 columns
 raw data format

Run Report Clear

11 USC Section 3429(f), provides that an entity may file with any bankruptcy court a notice of address to be used, by all bankruptcy courts or by only particular bankruptcy courts, as specified by the entity, to provide notice to the entity in all Chapter 7 and 13 cases. Creditors will be directed to file such notices directly with the Bankruptcy Noticing Center (BNC) and any such notices filed with the bankruptcy court will be forwarded to the BNC for processing.

The BNC will maintain these preferred addresses in a central data base. If you need to send a notice to creditors in a case, when you generate a Creditor Mailing Matrix as shown above, our ECF system will link to the BNC database and if any of the creditors in the case have a preferred address in the BNC data base, the preferred address will be substituted for the address in our ECF system. The mailing list you receive when the report is generated will contain the BNC preferred address instead of the address that is listed in the ECF system. This preferred address will not replace the address listed in ECF, it will only be substituted for the ECF address on the mailing list generated.

The three column mailing list generated will look like the following. **While the court's address will be listed, please do not mail a paper copy to the bankruptcy court.**

Label Matrix for local noticing 1111-2 Case 2:05-bk-00001-CQC District of Arizona Phoenix Tue Sep 27 15:30:51 MST 2005	U.S. Bankruptcy Court, Arizona 230 North First Avenue, Suite 101 Phoenix, AZ 85003-1727	ABC BANK PO BOX 12345 PHOENIX AZ 85001
DAVID A. BIRDSELL 214 N. CENTER MESA, AZ 85201	INSO PITIPUL 444 ANGEL WAY AZO, AZ 85999	TONI ATTORNEY CHRISTENSEN, ATTORNEY, BENTON 22255 WEST FIFTH AZO, AZ 85059

