

# DQA OTC PETITIONS

CASE NAME: \_\_\_\_\_

COMPLETED BY : \_\_\_\_\_

CASE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

Where to Check	√	What to Check	√	What to Check
<b>UTILITIES/EDIT CASE DATA/(PAGE 1)</b> -ENTER CASE NUMBER	<b>Compare ECF information to petition for:</b>			
		Case Number		Correct Office (based on county)
		Date Filed		Short Title (add Generation)
		Chapter		Joint Status
		County		Voluntary/Involuntary
		Fee Status (paid or installment)		
<b>-CLICK "EDIT STATISTICAL INFORMATION BOX" (MOVES TO PAGE 2 OF STATISTICAL DATA)</b>	<b>Compare ECF information to petition for:</b>			
		Type of Debtor		Nature of Debt: Consumer for individuals, Business for all
		Asset Status		
		Estimated Assets, Creditors and Debts		
	Small Business (FOR BUSINESS, must be Y or N)			
<b>REPORTS/DOCKET REPORT</b>  -ENTER CASE NUMBER -ACCEPT "FILED" -DESELECT PUBLIC DOCKET	<b>Review Docket Report and/or Compare to Petition for:</b>			
		Debtor Name(s)		Attorney/Pro Se**
		Address		SSN/Tax ID Number
		Role Type		Alias(es)
		15-Day Deficiency Deadline Set (If Applicable)		
		30-Day Deficiency Deadline Set (If Applicable)		
		Plan/Disclosure Deadlines Set (Chapter 11 Only)		
		BNC Deficiency Notice Docketed (If Applicable)		
	<b>If Application to Pay in Installments:</b>			
		Order Granting/Denying Fee Application Docketed		
		Correct Flags on Docket Report		
		Correct Due Date(s) for Payments		
<b>-OPEN IMAGE OF VOLUNTARY PETITION AND ANY ADDITIONAL OPENING DOCUMENT(S) SUCH AS PLAN OR INSTALLMENT APPLICATION</b>	<b>Compare Docket Text and PDF Image for:</b>			
		Correct/Complete PDF Image for Petition		
		Correct File Date		
		Receipt Number shown as 'OTC'; correct amount		
		Receipt Docketed; Correct Event, number and Amount		
		Correct/Complete PDF Image for Plan (Chapter 13)		
		Correct Filed Date (Chapter 13)		
		Correct/Complete PDF for other opening document(s)		
<b>UTILITIES/MAILINGS/LABELS BY CASE</b>		Verify Creditors Downloaded (message should display as: <b>1 not printed due to inadequate address</b> )		
		If Chapter 11: BA, IRS and SEC have been added to Matrix.		
<b>NEXT STEPS:</b>		All BNC Requests to be generated prior to 4:00 pm.		

**\*\* PRO SE DEBTORS: CHECK THAT PAPER FILE IS CREATED & PAPERFILE FLAG ADDED TO DOCKET.**

Last revised: June 3, 2003

## DQA ECF/OTC DOCUMENT

WHERE TO CHECK	√	WHAT TO CHECK
<b>REPORTS/DOCKET REPORT</b> -ENTER CASE NUMBER -OPEN PDF IMAGE		<b>VIEW PDF IMAGE FOR:</b>
		All Pages Present and Readable
		<b>Compare PDF Image to Docket Text for:</b>
		File Date
		Case Number/Case Name Match
		Docket Text Reads Correctly
		All Relief(s) Docketed
		All Party Filers Reflected In Text
		Correct Role Type of Any Parties Added
		Correct Document Linkage
		Signatures Present
		<b>If Hearing Scheduled/Continued:</b>
		Correct Date
		Correct Time
		Correct Location
		<b>If Fee Required:</b>
	Receipt Number 'CC' or 'OTC' in Text	
	Receipt Paid Event Docketed with correct receipt number	
	<b>If Error in Docketing:</b>	
	Verify Correction was Made	
	Verify Corrective Entry Event Docketed	
-CLOSE PDF IMAGE -OPEN NOTICE OF DEFECTIVE ECF DOCUMENT IMAGE		<b>If Defective ECF Document:</b>
		Verify Notice of Defective ECF Document Docketed
		Verify Defective Notice Image Attached
<b>BANKRUPTCY/COURT EVENTS (IF ECF)</b>		<b>If Hearings/Deadlines Affected:</b>
		Update Hearing Deadlines
	<b>OR</b>	
<b>REPORTS/MONTHLY CALENDAR (IF OTC)</b> -ENTER CASE NUMBER -ENTER MONTH OF HEARING ACTION		Verify Hearing Deadline Terminated (if Applicable)
		Verify Hearing Deadline Updated (if Applicable)

Last revised:6/03/03

# DQA OTC ADVERSARY PROCEEDING

CASE NAME: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

CASE NO.: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

Where to Check	√	What to Check
<b>UTILITIES/EDIT CASE DATA (PAGE 1)</b>  ♥An adversary must be assigned to the same division and the same judge as the related base case.		<b>Compare ECF information to complaint for:</b>
		Case Number
		Case Type (AP/MP)
		Office♥
		Date Filed
		Short Title
		Jurisdiction
<b>-CLICK "EDIT STATISTICAL INFORMATION BOX" (PAGE 2)</b>		<b>Compare ECF information to complaint for:</b>
		Nature of Suit
		Party Code
		Jury Demand
		Class Action
		\$ Demand
<b>REPORTS/DOCKET REPORT</b> <b>-DESELECT PUBLIC DOCKET</b> <b>-OPEN IMAGE OF COMPLAINT</b> (♥Defendants should <u>not</u> have attorneys or addresses. Plaintiffs should <u>not</u> have addresses but have an attorney (unless they are pro se).  If <b>plaintiff</b> is <b>pro se</b> , docket should show pro se and address; <a href="#">CS to create paper file and add 'PaperFile' flag to Docket Report.</a>  *Utility event is to be dated same as complaint.		<b>Compare ECF information to complaint for:</b>
		Judge♥
		Related Case Number/Related Case Name
		Correct Plaintiff Name(s) and Role Types ♥
		Plaintiff(s) Atty - Or address & pro se marked♥
		Correct Defendant Name(s) and Role Types ♥
		Correct Filed Date of complaint
		Nature of suit and description in text
		All parties listed in text.
		Complaint text shows pre-trial order due date
		All pages of image present and readable
		Utility Event-Adversary Case Filed docketed*
		If related base case is 13, Chapter 13 trustee was added as an interested party to adversary.
<b>RECEIPT CHART:</b> FEE PAID - RECEIPT #OTC, AMOUNT: \$150.00 FEE DEFERRED-RECEIPT #DEF, AMOUNT \$150.00 FEE NOT DUE-RECEIPT #NA, AMOUNT \$0.00		<b>Receipt:</b>
		Receipt docketed (not back dated), with correct receipt number and amount.
		FeeDueAP flag is NOT on adversary docket.
<b>-OPEN IMAGE OF DEFERRAL NOTICE</b>		<b>If Fee is Deferred:</b>
		All pages of image present and readable.
		Correct Filed Date of Notice
		Fee Defer Flag on Adversary AND base cases
<b>QUERY ADVERSARY CASE</b> <b>-SELECT ASSOCIATED CASES</b>		<b>Verify Case Association is correct:**</b>
		-Adversary (OR) -Adversary Objection to Debt (OR)
		- Adversary Objection to Discharge of Debtor <b>Note:</b> If adversary objects to the discharge of debtor, check that <b>727Obj</b> flag is on <b>base</b> case.
<b>BANKRUPTCY/COURT EVENTS</b> <i>(current date)</i>		If pro se, paper file created; PaperFile flag added
		Docket Final DQA <b>OR</b> Final DQA w/ Edits
<b>ADVERSARY/COURT EVENTS/SUMMONS ISSUED</b> <b>SERVE THE SAME DAY!!!!!!</b>		Stamp, image and docket summons; serve on Plaintiff the <b>same date</b> issued. If no summons, BNC Request-Summons Issued was docketed.
<b>UTILITIES/GENERATE BNC NOTICES</b>		Generate Notice of Deferred fee, if applicable.
		Generate Summons, if applicable

**\*\* NOTE: IF MORE THAN ONE RELIEF IS REQUESTED IN THE COMPLAINT AND ONE OF THE REQUESTED RELIEFS IS OBJECTION TO DISCHARGE OF DEBTOR, OBJECTION TO DISCHARGE SHOULD BE DOCKETED AS THE "LEAD" RELIEF. CASE ASSOCIATION SHOULD READ: ADVERSARY OBJECTION TO DISCHARGE.**

Last revised: May 28, 2003