Voluntary Petition
Chapter 13
(Attorney)

The Voluntary Petition is the beginning of a bankruptcy. The following instruction will guide you through the process for docketing the voluntary petition.

STEP 1   Click on Bankruptcy Events hypertext link.

STEP 2   Click on Other hypertext link to docket the Voluntary Petition.

STEP 3   The **Case Number** screen will appear. **(See Figure 1)**
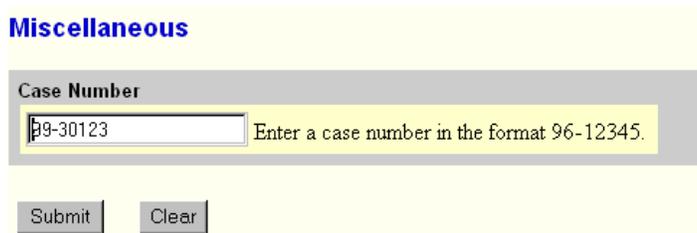
Figure 1

◆ Enter a case number, and click on the **[Submit]** button to continue.
◆ If the computer prompts that you entered an invalid case number, click on Back button to re-enter the case number.

STEP 4   The **Party Filer** screen will appear. **(See Figure 2)**
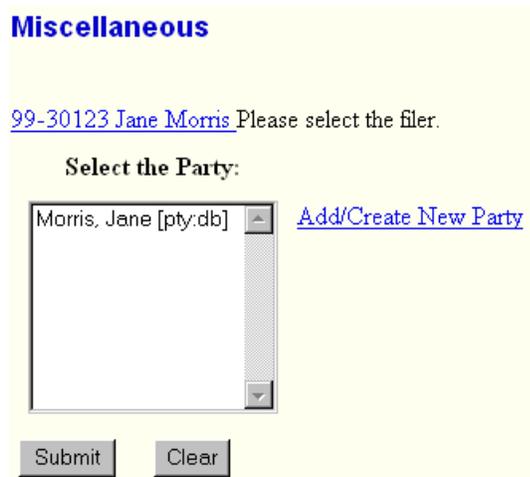

Figure 2

◆ Verify the case number and case name.
◆ If case number and name do not match, click on the Netscape **Back** button and re-enter the case number.
◆ Select the Debtor(s). If more than one debtor, hold down the control key to select.

◆ Click on the **[Submit]** button to continue.

STEP 5 The **Document Type** screen will appear. **(See Figure 3)**

Miscellaneous: 99-30123 Jane Morris

```
Chapter 13 Plan                                              ▲
Chapter 13 Voluntary Petition (fee)
Chapter 13 Voluntary Petition, All Schedules & Statements (fee)
Chapter 13 Voluntary Petition, Schedules, Statements or Plan Due (fee)
Chapter 7 Voluntary Petition (fee)
Chapter 7 Voluntary Petition, Schedules or Statements Due (fee)
Chapter 7 Voluntary Petition, all schedules & statements (fee)
Disclosure of Compensation of Attorney for Debtor            ▼
```

[Submit]   [Clear]

Figure 3

◆ Select the appropriate document type:.
  ● Chapter 13 Voluntary Petition (fee) barebones.
  ● Chapter 13 Voluntary Petition, All Schedules & Statements (fee)
  ● Chapter 13 Voluntary Petition, Schedules, Statement or Plan Due (fee)
◆ Click on the **[Submit]** button to continue.

STEP 6 The **Pdf Attachment** screen will appear. **(See Figure 4)**

Miscellaneous: 99-30123 Jane Morris

☑ Last Document (clear this check box if you have attachments to submit with this transaction)

Select the pdf filename of the document you are filing.

Please view the PDF document before you submit it. This ensures that you are filing the correct document the PDF conversion process worked properly.

[_____] [Browse...]

[Submit]   [Clear]

Figure 4

◆ If there are supporting documents, click on the box next to the words **Last Document,** to remove check mark.
◆ Select the *pdf* filename of the document you are filing.
◆ Click on the **[Browse...]** button to navigate to the appropriate directory and file to select the document.

a. Click on the ▼ arrow to the right of Look in: to select the appropriate drive.
b. Double click on the appropriate folder, if applicable.
c. Click on the ▼ arrow to the right of Files of type: to select **Acrobat (*.pdf)** or All Files (*.*).
d. Highlight the PDF file with one right click of the mouse.
e. Select **open** to bring up the document for viewing and verification.
f. Close document by clicking the **"X"** in the upper right-hand corner.
g. Click on the **[Open]** button to insert the filename in the Browse box.
h. Click on the **[Submit]** button to continue. If there are no supporting documents, proceed to **Step 8.**

STEP 7   The **Attachment** screen will appear. **(See Figure 5)**

Miscellaneous: **99-30123 Jane Morris**

Collecting document # 2

Type of attachment   Description

Proof of Service   ▼   of Petition

☑ Last Document (clear this check box if you have attachments to submit with this transaction).

Select the pdf filename of the document you are filing.

Please view the PDF document before you submit it. This ensures that you are filing the correct document the PDF conversion process worked properly.

T:\PDF-CA\00100NC.pdf   Browse...

Submit   Clear

Figure 5

◆ Click on the ▼ arrow and click on the type of attachment.
◆ To describe the attachment further, click inside the Description box and type in description.
◆ For more than one supporting document, click on the box next to **Last Document** to remove the check mark.
◆ Click on the **[Browse...]** button, repeat **Step 6 (c-h)**, then click on the **[Submit]** button
◆ If last attachment, proceed to **Step 8.** If more than one attachment, repeat **Step 7**.

STEP 8 The **Data Element** screen will appear. **(See Figure 6)**

Miscellaneous: 99-30123 Jane Morris

Declaration re: ECF Deadline - Information

Enter Declaration due date [optional field]
3/29/1999

[Submit] [Clear]

Figure 6

◆ The following are additional data elements related to this docket entry (i.e., Declaration re: ECF Deadline information).
◆ Click on the **[Submit]** button to continue.

STEP 9 The **Modify Text** screen will appear. **(See Figure 7)**

Miscellaneous: 99-30123 Jane Morris

Docket Text: Modify as Appropriate.
Chapter 13 Voluntary Petition, Schedules A-J & Statement of Financial Affairs
[   ] filed by Susana Mia Estrada on behalf of Jane Morris .
Declaration re: ECF due by: 3/29/1999. (Attachments: # (1) Proof of Service of Petition)(Estrada, Susana)

[Submit] [Clear]

Figure 7

◆ To further define the petition, click inside free text box and enter any pertinent information.
◆ Click on the **[Submit]** button to continue.

STEP 10 The **Final Approval** screen will appear. **(See Figure 8)**

Miscellaneous: 99-30123 Jane Morris

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

Docket Text: Final Text
Chapter 13 Voluntary Petition, Schedules A-J & Statement of Financial Affairs filed by Susana Mia Estrada on behalf of Jane Morris. Declaration re: ECF due by: 3/29/1999. (Attachments: # (1) Proof of Service of Petition)(Estrada, Susana)

[Submit] [Clear]

Figure 8

◆ Verify Final Docket text.
◆ If final docket text is correct click on the **[Submit]** button, then proceed to **Step 11**.
◆ If final docket text is incorrect, to modify a previous screen, click on the **Back** button at the top of the Netscape screen to find the screen to be modified.
◆ To abort or restart the transaction, click on Bankruptcy Events hypertext link.

STEP 11 The **Notice of Electronic Filing** will appear each time you submit a filing to the court through the ECF system. **(See Figure 9)**

◆ Click on the **Print** icon at the top of the Netscape screen to print out the *Notice of Electronic Filing.*
◆ Each notice will include the following:
   a. W ho filed the document:
   b. Date and Time:
   c. Case Name:
   d. Case Number:
   e. Document Number:
   f. Docket Text:
   g. Document Description:
   h. Original Filename (PDF)
   i. Electronic Document Stamp:

Miscellaneous: 99-30123 Jane Morris

U.S. Bankruptcy Court
Southern District of California
Notice of Electronic Filing

The following transaction was received from Estrada, Susana Mia on 3/12/1999 at 4:08 PM PST

Case Name: Jane Morris
Case Number: 99-30123
Document Number: 1

Docket Text:
Chapter 13 Voluntary Petition, Schedules A-J & Statement of Financial Affairs filed by Susana Mia Estrada on behalf Morris. Declaration re: ECF due by: 3/29/1999. (Attachments: # (1) Proof of Service of Petition)(Estrada, Susana)

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

Figure 9

STEP 12 Docket the Chapter 13 Plan in Bankruptcy Events hypertext link, then select Other hypertext link, if applicable.

STEP 13   The **Case Number** screen will appear. **(See Figure 10)**

Miscellaneous

Case Number

[   ] Enter a case number in the format 96-12345.

[Submit]   [Clear]
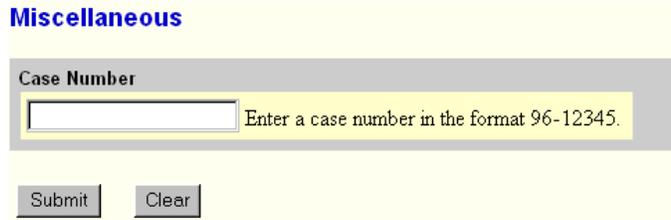
Figure 10

◆ Enter a case number, and click on the **[Submit]** button to continue.
◆ If the computer prompts that you entered an invalid case number, click on the Back button and re-enter the case number.

STEP 14   The **Party Filer** screen will appear. **(See Figure 11)**

Miscellaneous

99-30123 Jane Morris Please select the filer.

Select the Party:

Morris, Jane [pty:db]   Add/Create New Party

[Submit]   [Clear]

Figure 11

◆ Verify the case number and case name.
◆ If case number and name do not match, click on the Netscape **Back** button and re-enter the case number.
◆ Select the Debtor(s). If more than one debtor, hold down the control key to select.
◆ Click on the **[Submit]** button to continue.

STEP 15   The **Document Type** screen will appear. **(See Figure 12)**

Miscellaneous: 99-30123 Jane Morris

Amendment
Amendment - Adding new names or changing addresses (fee)
Balance of Schedules and/or Chapter 13 Plan
Brief
Certificate of Compliance
Certificate of Service
Chapter 13 Plan
Chapter 13 Voluntary Petition (fee)

[Submit]   [Clear]
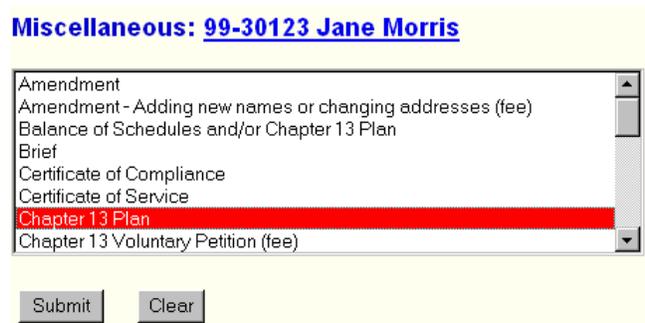
Figure 12

◆ Select the "Chapter 13 Plan" document type, then click on the **[Submit]** button to continue.

STEP 16   The **Pdf Attachment** screen will appear. **(See Figure 13)**

Miscellaneous: 99-30123 Jane Morris

☑ Last Document (clear this check box if you have attachments to submit with this transaction).

Select the pdf filename of the document you are filing

Please view the PDF document before you submit it. This ensures that you are filing the correct document the PDF conversion process worked properly.

[_____] [Browse...]

[Submit] [Clear]

Figure 13

◆ If there are supporting documents, click on the box next to the words **Last Document,** to remove check mark.
◆ Select the *pdf* filename of the document you are filing.
◆ Click on the **[Browse...]** button to navigate to the appropriate directory and file to select the document.
  a. Click on the ▼ arrow to the right of Look in: to select the appropriate drive.
  b. Double click on the appropriate folder, if applicable.
  c. Click on the ▼ arrow to the right of Files of type: to select **Acrobat (*.pdf)** or **All Files (*.*).**
  d. Highlight the PDF file with one right click of the mouse.
  e. Select **Open** to bring up the document for viewing and verification.
  f. Close document by clicking the **"X"** in the upper right-hand corner.
  g. Click on the **[Open]** button to insert the filename in the Browse box.
  h. Click on the **[Submit]** button to continue.

STEP 17   The **Final Approval** screen will appear. **(See Figure 14)**

Miscellaneous: 99-30123 Jane Morris

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

Docket Text: Final Text

Chapter 13 Plan filed by Susana Mia Estrada on behalf of Jane Morris. (Estrada, Susana)

[Submit] [Clear]
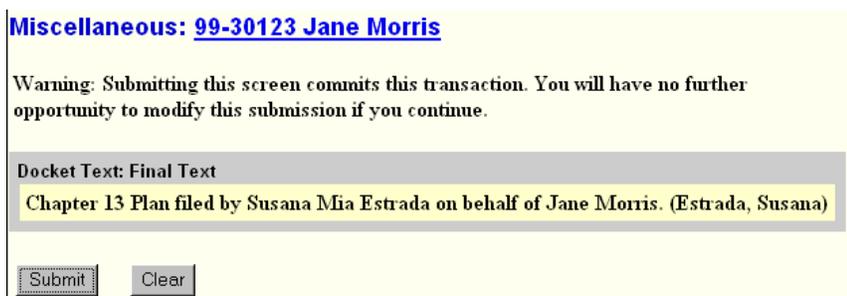
Figure 14

◆ Verify Final Docket text.
◆ If final docket text is correct, click on the **[Submit]** button, proceed to **Step 18.**

STEP 18 The **Notice of Electronic Filing** will appear each time you submit a filing to the court through the ECF System. **(See Figure 15)**

◆ Click on the **Print** button at the upper left-hand corner of the Netscape screen to print out the *Notice of Electronic Filing.*
◆ Each notice will include the following:
   a. Who filed the document:
   b. Date and Time:
   c. Case Name:
   d. Case Number:
   e. Document Number:
   f. Docket Text:
   g. Document Description:
   h. Original Filename (PDF):
   i. Electronic Document Stamp:

Figure 15