

## CASE UPLOAD

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The Case Upload feature was developed by the Southern District of California. It has been designed for use by attorneys only, to upload information from files which are generated by Bankruptcy petition software. It eliminates the need to key the information into the ECF system as in “Open a BK Case”. The following instructions will guide you through the process of opening a case using the “Case Upload” feature. **PLEASE NOTE:** 1) this program is designed to open a new bankruptcy case only, not to docket subsequently filed schedules, statements or other pleadings; and 2) filing fees will be charged for any duplicate cases created using this program.

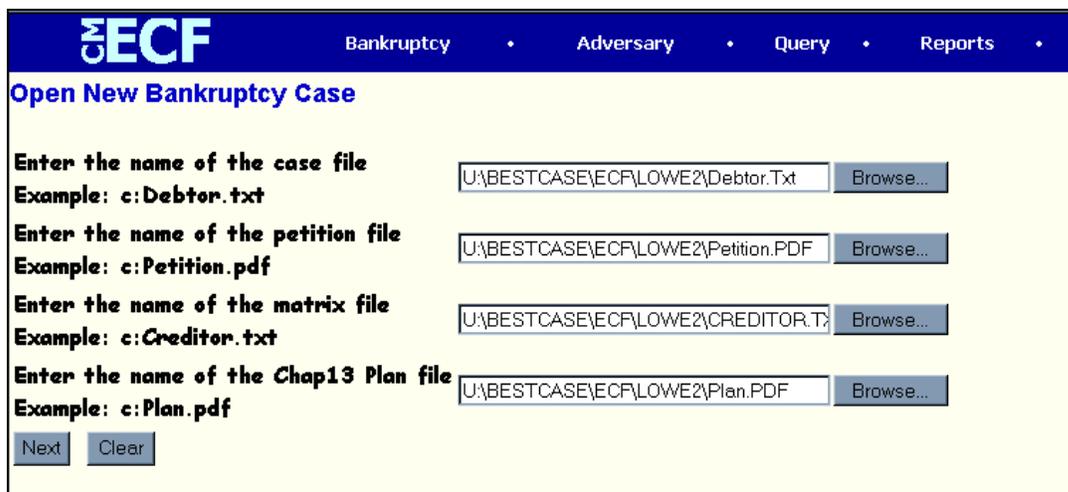
### STEP 1 Select **Bankruptcy** from the Main Menu



### STEP 2 The **Bankruptcy Events** screen displays. Select **Case Upload**.



### STEP 3 The **Open New Bankruptcy Case** screen appears.

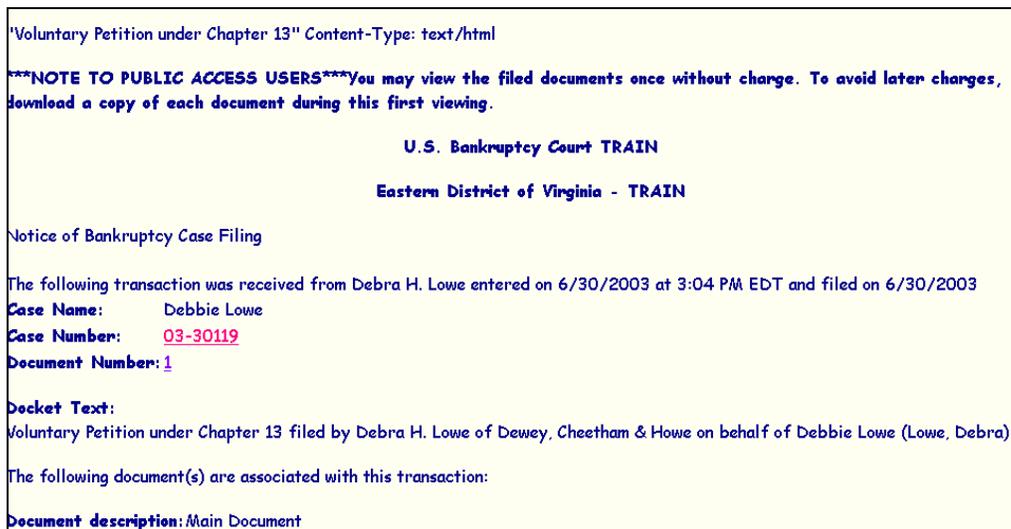
A screenshot of the 'Open New Bankruptcy Case' screen. The screen has a white background with a blue header. The header contains the ECF logo and navigation links: 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. Below the header, the title 'Open New Bankruptcy Case' is displayed. The screen contains four input fields, each with a label, an example, and a 'Browse...' button. The first field is for the case file name, with the example 'c:Debtor.txt' and the input 'U:\BESTCASE\ECF\LOWE2\Debtor.Txt'. The second field is for the petition file name, with the example 'c:Petition.pdf' and the input 'U:\BESTCASE\ECF\LOWE2\Petition.PDF'. The third field is for the matrix file name, with the example 'c:Creditor.txt' and the input 'U:\BESTCASE\ECF\LOWE2\CREDITOR.T'. The fourth field is for the Chap13 Plan file name, with the example 'c:Plan.pdf' and the input 'U:\BESTCASE\ECF\LOWE2\Plan.PDF'. At the bottom left, there are 'Next' and 'Clear' buttons.

At this screen, browse for and attach the following files:

- The **case data** file – contains all of the debtor and statistical information keyed into the bankruptcy petition software, in “text format” [.txt].
- The **petition** file – contains the voluntary petition in “portable document format” [.pdf]. It may be a full filing or a minimum filing.
- The **creditor matrix** file – contains the names and address of creditors in the case in “text format” [.txt].
- [*If the case is a Chapter 13*] the **Chapter 13 Plan** file – contains the Chapter 13 plan in “portable document format” [.pdf]. This feature is optional during case filing.

Click [Next].

#### STEP 4 Notice of Bankruptcy Case Filing appears.



The notice contains the following information:

- Who filed the document(s)
- Date and Time
- Case Name
- Case Number
- Document Number(s)
- Document description(s)
- Original filename(s) (.pdf)
- Electronic document Stamp(s)

If you elect to file the Chapter 13 Plan together with your voluntary petition , the Notice of Bankruptcy Case Filing will be a single notice with both the voluntary petition and chapter 13 entries included, similar to that shown below.

'Voluntary Petition under Chapter 13" Content-Type: text/html

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

**U.S. Bankruptcy Court TRAIN**  
**Eastern District of Virginia - TRAIN**

Notice of Bankruptcy Case Filing

The following transaction was received from Debra H. Lowe entered on 6/30/2003 at 3:04 PM EDT and filed on 6/30/2003

**Case Name:** Debbie Lowe  
**Case Number:** [03-30119](#)  
**Document Number:** [1](#)

**Docket Text:**  
Voluntary Petition under Chapter 13 filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Debbie Lowe (Lowe, Debra)

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

**Document description:** Main Document

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**U.S. Bankruptcy Court TRAIN**  
**Eastern District of Virginia - TRAIN**

Notice of Bankruptcy Case Filing

The following transaction was received from Debra H. Lowe entered on 6/30/2003 at 3:04 PM EDT and filed on 6/30/2003

**Case Name:** Debbie Lowe  
**Case Number:** [03-30119](#)  
**Document Number:** [2](#)

**Docket Text:**  
Chapter 13 Plan and Related Motions and Notice Filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Debbie Lowe . (Lowe, Debra)

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

**Document description:**  
**Original filename:** C:\Documents and Settings\LoweD\Desktop\LOWE\ch13plan.PDF  
**Electronic document Stamp:**  
[STAMP VAEBStamp\_ID=875559604 [Date=6/30/2003] [FileNumber=1597282-0]

To print the receipt

- Click on **File** at top of Netscape screen and select **Print (or Print Frame)**, or
- Click on the Printer Icon at top of page

*[It is highly recommended that copies of receipts be maintained for your records]*