

Missing Documents Filed

Although “follow up papers” may contain more than one document or schedule, they are docketed as one document - *with the exception of the Chapter 13 Plan which is docketed separately.*

The **Voluntary Petition must be accompanied by a complete List of Creditors when filed.** In fact, our Court does not accept for filing any petition that *is not* accompanied by a List of Creditors. If additions or deletions are made to the List of Creditors subsequent to the filing of the petition, the debtor must file an Amended List of Creditors and submit a \$20 filing fee.

STEP 1 Click the **Bankruptcy** hyperlink on the **ECF Main Menu** (See figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

‘ Click the **Other** hyperlink

STEP 3 Enter **Case Number**, click [NEXT]

STEP 4 The **MISCELLANEOUS** screen displays

‘ Select **Missing Documents Filed** from drop down list

‘ Click [NEXT]

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

K *TIP - If the joint filer’s name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 The **PARTY SELECTION** screen displays

' Select the party you are representing from the list

' Click [NEXT]

K *TIP – If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to next screen.*

STEP 7 Click [NEXT]

STEP 8 The **PDF DOCUMENT SELECTION** screen displays

' Click [**BROWSE**], then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path

' To verify that this is the appropriate document, highlight the document name

- Right click with your mouse.
- Select **open** to view the document
- Click **X** in the upper-right corner to exit
- If correct, click the **open** button on the **choose file** screen to select it

' Click [NEXT] button.

STEP 9 Enter the schedules being filed in the variable box; click [NEXT]

K *TIP - for example, Schedules A-J, Statement of Financial Affairs.*

STEP 10 Click [NEXT] button

STEP 11 The **FINAL DOCKET TEXT** screen displays

' Review for accuracy;

K *TIP - Text of docket entry cannot be modified from this screen. If*

modification is necessary, use [BACK] button on your browser.

SAMPLE DOCKET TEXT

**Missing Documents Filed - Schedules A-J, Filed by Debtor John Doe
(Attorney, Jane).** .

STEP 12 The Notice of Bankruptcy Filing screen displays

- K** Click **Print** on the browser button to print a copy of the notice for your records (Optional)