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## Missing Documents Filed

This process shows the steps required to file missing documents. \*If the missing document is the Means Test, Certificate of Credit Counseling, Exhibit D or Payment Advices, please use the specific event for that document\*

**STEP 1** Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. (See Figure 1.)



Figure 1

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

Click on the **Other** hyperlink.

➤ For further information on each of these categories, click the (Help) icon.



**STEP 3** The **Case Number** screen displays.

Enter the case number using the YY-NNNNN format.

Click the **[NEXT]** button.

**STEP 4** The **Docket Events** screen displays.

**STEP 5** Choose **Missing Documents Filed**

**STEP 6** Joint filing with other attorney(s)?

Click the **[NEXT]** button.

**STEP 7** The **Select a Party** screen displays

Select the Debtor(s) as the party filers;

- Click the [NEXT] button.

**STEP 8** The **PDF attachment** screen displays.

- Browse and locate the PDF document.
  - Right-click on the PDF document.
  - Click on **Open** from the drop down list.
  - Verify that it is the correct PDF document.
  - Click **X** in the upper-right corner of the PDF document to close it.
  - Double click the file name to attach the document to the electronic event.
- Click the [NEXT] button.

**\*\*REMEMBER:** If the missing document is the Means Test, Certificate of Credit Counseling, Exhibit D or Payment Advices, please use the specific event for that document\*\*

**STEP 9** Check all applicable schedules and statements you are filing at this time! You will be prompted to enter amounts of any schedules you are filing (Ex: Exhibit A will prompt you for 'Enter Real Property Amount'. [NEXT])

**STEP 10** Complete the 'Summary of Schedules' screen. **NOTE:** When completing the Summary of Schedules screen, the amounts entered will **OVERWRITE** the previous amounts. Therefore, the amounts entered must reflect the **TOTAL** amount for each schedule, not the additional amount listed in the amendment. [NEXT]

**STEP 11** The **Final Text** screen displays.

- Verify the accuracy of information entered.
- Use the [**Back**] button to back up to the point of error and make necessary corrections.
- Clicking any menu options prior to the final submit aborts the entry.
- Click the [**Submit**] button.

**STEP 12** The **Notice of Filing** screen displays.

- Click the **Print** icon on the browser to print the notice. (*Optional*).
- Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

