

## Filing Schedules AFTER the Petition has been already Filed

**EFFECTIVE DECEMBER 1, 2015**, when filing schedules & statement of financial affairs after the initial bankruptcy petition has already been filed, you will no longer be able to choose the event “Schedules & Statement of Financial Affairs”. You will now have to pick each schedule separately from the available events. See Figure 1 below:

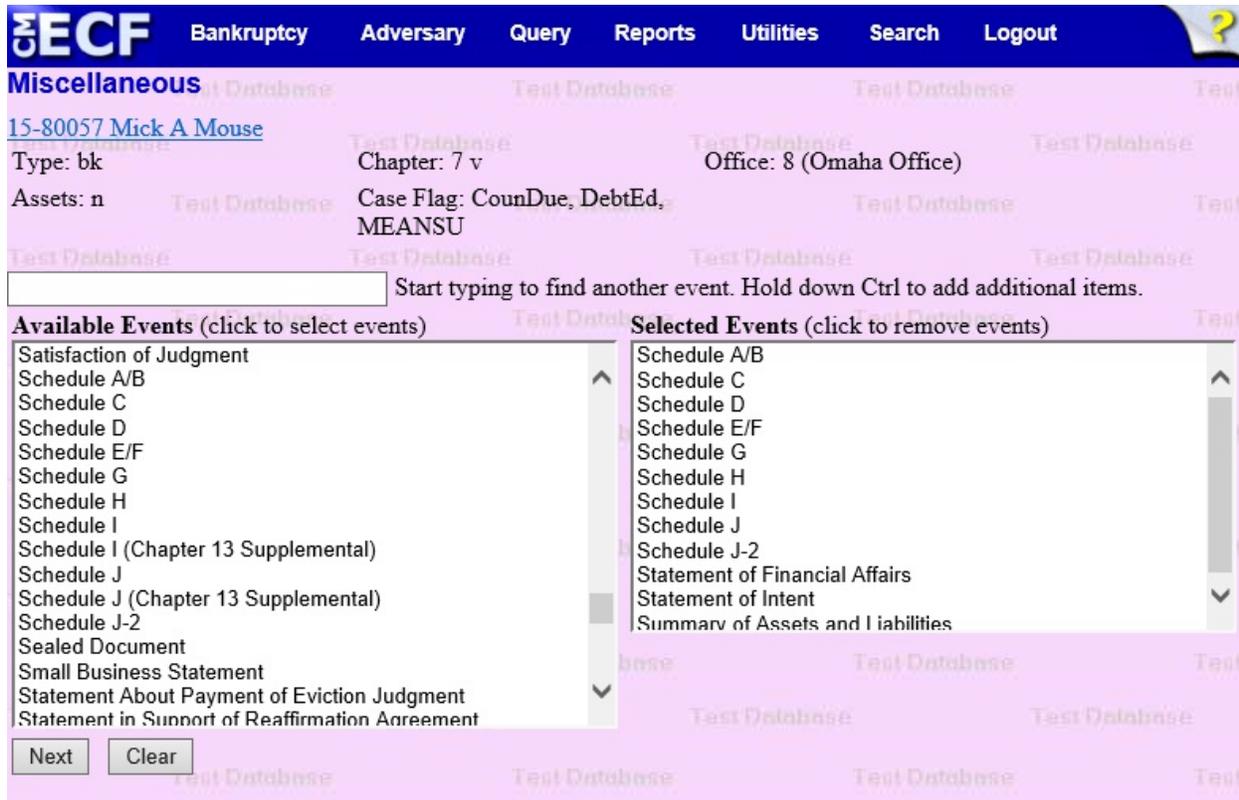
The screenshot shows the ECF interface for filing schedules. At the top, there is a navigation bar with the following items: **ECF**, Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, there is a search bar with the text "Start typing to find an event." and a list of "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Satisfaction of Judgment, Schedule A/B, Schedule C, Schedule D, Schedule E/F, Schedule G, Schedule H, Schedule I, Schedule I (Chapter 13 Supplemental), Schedule J, Schedule J (Chapter 13 Supplemental), Schedule J-2, Sealed Document, Small Business Statement, and Statement About Payment of Eviction Judgment. The "Selected Events" list is currently empty. There are "Next" and "Clear" buttons at the bottom of the event selection area.

**Figure 1**

**NOTE:** You will be able to pick more than one schedule by holding down the control key to add additional items, however, the Ch 7 Means Test, Ch 13 Statement of Monthly Income, and Ch 11 Statement of Monthly Income will need to be filed using a separate event.

### INSTRUCTIONS:

1. Log onto **CM/ECF**.
2. Select **Bankruptcy > Other**.
3. Enter **Case Number** (e.g. xx-xxxxx). Click **Next**.
4. **Select** from the **Available Events** what you are filing. (i.e. Schedule A/B, Schedule C., ...Statement of Financial Affairs, Statement of Intent, Summary of Assets) . To pick more than one item, hold down the control key and click. See Figure 2 below:



**Figure 2**

Once you have selected all the items you are filing and they all appear in the “**Selected Events**” box (as noted above), click **Next**.

5. Click **Next** to skip the Joint Filing Screen.
6. Select the **Party** filer(s). If the party is not listed, click on Add/Create New Party.

Note: The Attorney/Party Association screen may appear. If your party selection was correct, check the box to create an association.

Click **Next**.

7. **Browse** to select your **PDF** and attach it. Click **Next**.
8. The screens that follow (figures 3-9 below), will ask for financial information.

Enter the amounts asked for in each screen.

**Do not skip any screens.**

On this Screen (See Figure 3 below), Enter the **Real Property Amount** and the **Personal Property Amount** (which can be found on Schedule A/B).

The screenshot shows the EECF web application interface. At the top, there is a navigation bar with the EECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous:". The main content area displays case information for "15-80057 Mick A Mouse". The case details include: Type: bk, Chapter: 7 v, Office: 8 (Omaha Office), Assets: n, and Case Flag: CounDue, DebtEd, MEANSU. There are two input fields: "Enter Real Property Amount:" with the value 99000.00 and "Enter Personal Property Amount:" with the value 55000.00. At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure 3**

- ▶ Enter the **Amounts** (if the amount is zero, enter 0.00). Click **Next**.

On this Screen (See Figure 4 below), Enter the **Total Value of Claimed Exemptions** (which can be found on Schedule C).

The screenshot shows the EECF web application interface. At the top, there is a navigation bar with the EECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous:". The main content area displays case information for "15-80057 Mick A Mouse". The case details include: Type: bk, Chapter: 7 v, Office: 8 (Omaha Office), Assets: n, and Case Flag: CounDue, DebtEd, MEANSU. There is one input field: "Enter Total Value of Claimed Exemptions:" with the value 5000.00. At the bottom of the form, there are two buttons: "Next" and "Clear".

**Figure 4**

- ▶ Enter the **Amount** (if the amount is zero, enter 0.00). Click **Next**.

On this Screen (See Figure 5 below), Enter the **Secured Claims Total** (which can be found on Schedule D).

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light purple header area with the text "Miscellaneous:". The main content area is white and contains the following information: Case number "15-80057 Mick A Mouse", Type: bk, Assets: n, Chapter: 7 v, Office: 8 (Omaha Office), and Case Flag: CounDue, DebtEd, MEANSU. Below this information is a form field labeled "Enter Secured Claims Total:" with the value "99000.00" entered. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 5

- ▶ Enter the **Amount** (if the amount is zero, enter 0.00). Click **Next**.

On this Screen (See Figure 6 below), Enter the **Priority Unsecured Claims Amounts** and the **NonPriority Unsecured Claims Total** (which can be found on Schedule E/F).

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light purple header area with the text "Miscellaneous:". The main content area is white and contains the following information: Case number "15-80057 Mick A Mouse", Type: bk, Assets: n, Chapter: 7 v, Office: 8 (Omaha Office), and Case Flag: CounDue, DebtEd, MEANSU. Below this information are two form fields: "Enter Priority Unsecured Claims Amounts:" with the value "50000.00" entered, and "Enter NonPriority Unsecured Claims Total:" with the value "4500.00" entered. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 6

- ▶ Enter the **Amounts** (if the amount is zero, enter 0.00). Click **Next**.

On this Screen (See Figure 7 below), Enter the **Average Income of Individual Debtor(s)** (which can be found on Schedule I).

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous: Database Test Database Test Database Test Database

[15-80057 Mick A Mouse](#) Test Database Test Database Test Database Test Database

Type: bk Chapter: 7 v Office: 8 (Omaha Office)

Assets: n Case Flag: CounDue, DebtEd, MEANSU

Enter Average Income of Individual Debtor(s):

Figure 7

- ▶ Enter the **Amount** (if the amount is zero, enter 0.00). Click **Next**.

**This next Screen Only Pertains to Chapter 13 Cases**

On this Screen (See Figure 7a below), Enter the **Supplemental Post-Petition Average Income of Chapter 13 Individual Debtor(s)** (which can be found on Schedule I (Chapter 13 Supplemental)).

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous: Database Test Database Test Database Test Database

[15-80060 Mickey B Mouse](#) Test Database Test Database Test Database Test Database

Type: bk Chapter: 13 v Office: 8 (Omaha Office)

Assets: y Case Flag: PlnDue

Enter Supplemental Post-Petition Average Income of Chapter 13 Individual Debtor(s):

Figure 7a

- ▶ Enter the **Amount** (if the amount is zero, enter 0.00). Click **Next**.

On this Screen (See Figure 8 below), Enter the **Expenditures of Debtor(s)** (which can be found on Schedule J).

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case details for "15-80057 Mick A Mouse" are displayed. The case type is "bk", Chapter is "7 v", and Office is "8 (Omaha Office)". The assets are "n" and the case flag is "CounDue, DebtEd, MEANSU". Below the case details, there is a form labeled "Enter Expenditures of Debtor(s):" with a text input field containing the value "3000.00". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 8

- ▶ Enter the **Amount** (if the amount is zero, enter 0.00). Click **Next**.

**This next Screen Only Pertains to Chapter 13 Cases**

On this Screen (See Figure 8a below), Enter the **Supplemental Post-Petition Expenditures of Chapter 13 Debtor(s)**, (which can be found on Schedule J (Chapter 13 Supplemental)).

The screenshot shows the ECF system interface for case "15-80060 Mickey B Mouse". The case type is "bk", Chapter is "13 v", and Office is "8 (Omaha Office)". The assets are "y" and the case flag is "PlnDue". Below the case details, there is a form labeled "Enter Supplemental Post-Petition Expenditures of Chapter 13 Debtor(s):" with a text input field containing the value "0.00". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 8a

- ▶ Enter the **Amount** (if the amount is zero, enter 0.00). Click **Next**.

On this Screen (See Figure 9 below), Enter the **Summary of Assets and Liabilities and Certain Statistical Information**.

NAME OF SCHEDULE/Form	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	99000.00		
Schedule A/B - Total Personal Property	55000.00		
Schedule D - Total Secured Claims		99000.00	
Schedule E/F - Total Priority Unsecured Claims		50000.00	
Schedule E/F - Total Nonpriority Unsecured Claims		4500.00	
Schedule I - Monthly Income			2500.00
Schedule J - Monthly Expenses			3000.00
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			2785.00
Total Nondischargeable Debt (Official Form 106Sum, 9g)		6500.00	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or total nondischargeable debt is not known.		147000.00	

**Figure 9**

- ▶ Enter the **Amounts** (if any amount is zero, enter 0.00). Click **Next**.

Your Final Screen will appear (see Figure 10 below).

**Figure 10**

- ▶ If needed, **modify the text**. Click **Next**.

9. **Verify** the final docket text (See Figure 11 below) and make any modifications before submitting.

**CM/ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous: Database Test Database Test Database Test Database

[15-80057-TLS Mick A Mouse](#) Test Database Test Database Test Database Test Database

Type: bk Chapter: 7 v Office: 8 (Omaha Office)

Assets: n Test Database Judge: TLS Case Flag: CounDue, DebtEd, MEANSU Test Database

Docket Text: Final Text

Schedule A/B: Property Individual , Schedule C Exempt Property , Schedule D: Individual- Creditors Having Claims Secured by Property , Schedule E/F: Creditors Who Have Unsecured Claims Individual , Schedule G: Individual- Executory Contracts and Unexpired Leases , Schedule H: Individual- Codebtors , Schedule I: Individual- Your Income , Schedule J: Individual- Your Expenses , Schedule J-2 Expenses for Separate Household of Debtor2 , Statement of Intent. , Statement of Financial Affairs for Individual , Summary of Assets and Liabilities Schedules for Individual Filed by Attorney Test on behalf of Mick A Mouse. (related documents [1] Voluntary Petition (Chapter 7)) (Test, Attorney)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Have you redacted?

**Figure 11**

**CAUTION!!** This is the last screen. Clicking **Next** will submit your document to CM/ECF. If the final docket text is incorrect, click the **Back** button to find the screen to modify or abort the transaction by clicking on **Bankruptcy** on the CM/ECF Menu bar.

- ▶ Be sure you have **redacted**. If correct, click **Next**.

10. Notice of Electronic Filing/Receipt screen displays.  
The Notice of Electronic Filing certifies that this pleading is now an official court document.