

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

Revised May 8, 2013

United States Bankruptcy Court

District of New Mexico

The following flowchart identifies the steps in CM/ECF to open a case and e-file a petition. Column A lists the steps by number and identifies the CM/ECF “Bankruptcy Event,” to be selected from the Bankruptcy menu. The specific event is **noted in bold capital letters following the number in parenthesis**. Column B describes the lead document to be uploaded in the file format shown in Column C (either pdf or plain text). Please note that there may be several documents included in one pdf file, as is the case with a petition pdf file when you are submitting all schedules and statements with the petition. The description in Column B, therefore, includes documents that should be included in the petition.pdf file. Column D indicates whether or not there is an attachment to be uploaded in addition to the lead document. Notes are listed at the end of the flowchart. **The step by step instructions hyperlink in each step takes you directly to the Online Electronic Manual and provides instructions and screen shots for every screen shown in that docket event.**

A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(1) Select OPEN VOLUNTARY BK CASE</p> <ul style="list-style-type: none"> - enter information from the petition - browse to the petition.pdf - preview the pdf file – <u>if this is correct file, upload it</u> - print the “Notice of Electronic Case Filing” (NEF) to paper or as a pdf file to save as confirmation of the filing. - step by step instructions - click on Search in the CM/ECF main menu bar and type “upload” into the box to proceed to (2). 	<ul style="list-style-type: none"> - Chapter 7 Petition with Exhibit D - Summary of Schedules / Statistical summary - Schedules A-J - Statement of financial affairs - Statement of current monthly income and means test calculation (form B22A) <p>Do not include certificate of counseling as an attachment to Exhibit D in the petition.pdf file. Step (5) explains how to file certificate.</p>	<p>petition, exhibit D, schedules and statements in column B as one pdf file</p> <p>(see Notes at end of flow chart)</p>	<p>2 Options:</p> <p>1) debtor signature page NMLF 902, signed, scanned and printed to / saved as pdf file</p> <p>OR</p> <p>2) File the signature page as a separate event. (See Step 3)</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

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District of New Mexico

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Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(2) Select UPLOAD LIST OF CREDITORS FILE</p> <ul style="list-style-type: none"> - confirm case number (CM/ECF defaults to the last case number used). - browse to the creditor.txt file - preview the text file – <u>if this is correct file, upload it</u> - click next button - confirm correct number of creditors - click submit button - step by step instructions - click on Search in the CM/ECF main menu bar and type "page" into the box to proceed to (3). 	<p>There is no "document" in this step. Instead you will upload a plain text file containing the names and addresses of creditors in the case. The contents of the text file are loaded into the case creditor database. The list of creditors uploaded here is used by the Court (through the Bankruptcy Noticing Center (BNC)) to send notice of the bankruptcy to all creditors.</p>	<p>list of creditors formatted as an ASCII DOS or plain text file</p> <p>(see Notes at end of flow chart)</p>	<p>none</p>
<p>(3) To file the signature page as a separate document, NOTE: Most bankruptcy software programs require signature page to be separate if set to automatically file the case for you. Select SIGNATURE PAGE.</p> <ul style="list-style-type: none"> - confirm case number (CM/ECF defaults to the last case number used). - select the party - browse to the pdf file and preview it – <u>if this is correct file, upload it</u> - select the category to which your event relates; highlight misc and click next; check the box to the left of the voluntary petition and click next - click next then click next on the final warning screen - step by step instructions - click on Search in the CM/ECF main menu bar and type "assignment" into the box to proceed to (4). (see Notes at end of flow chart) 			
<p>(4) Select JUDGE/TRUSTEE ASSIGNMENT. There is no pdf file to upload in this step. The system will ask you to wait for a few seconds before a screen displays the judge, trustee, 341 meeting date, time and location.</p> <ul style="list-style-type: none"> - print screen to paper or pdf to save for your records - step by step instructions - click on Search in the CM/ECF main menu bar and type "counseling" into the box to proceed to 5a or 5b OR click on Search in the CM/ECF main menu bar and type "determination" into the box to proceed to 5c or 5d. (see Notes at end of flow chart) 			

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Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(5a) Select CREDIT COUNSELING RECEIVED: CERTIFICATES SUBMITTED - If box #1 on Exhibit D is checked, this step docket the certificate of counseling.</p> <ul style="list-style-type: none"> - confirm case number - select Credit Counseling Received: Certificates Submitted - select party (debtor) - browse to the certificate pdf file - preview the pdf file – <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "social" into the box to proceed to (6). 	<p>Certificate of credit and budget counseling and debt repayment plan, if any</p> <p>If this is a joint case and both debtors have checked box #1 on Exhibit D, perform this step for each debtor.</p> <p>See also 5b, 5c or 5d below if box 2, 3, or 4 on Exhibit D is selected.</p> <p>(see Notes at end of flow chart)</p>	<p>certificate of counseling scanned and printed to / saved as pdf file</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

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District of New Mexico

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Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(5b) Select CREDIT COUNSELING RECEIVED: NO CERTIFICATES- If box #2 on Exhibit D is checked, follow steps below to make an entry on the docket report to indicate that the certificate is not yet submitted and to set the 14 day deadline for submission of the certificate. If this is a joint case and both debtors have checked box #2, perform this step for each debtor.</p> <ul style="list-style-type: none">- confirm case number- select Credit Counseling Received: No Certificates- select party (debtor)- confirm docket entry is correct- click on Next button to submit- print NEF to paper or pdf- step by step instructions- click on Search in the CM/ECF main menu bar and type "social" into the box to proceed to (6).			

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

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A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(5c) Select BANKRUPTCY, then select MOTIONS/APPLICATIONS - If box #3 on Exhibit D is checked, file the motion regarding exigent circumstances.</p> <ul style="list-style-type: none"> - confirm case number - select Determination re exigent circumstances Sec 109 (h)(3)(A)(motion) - select party (debtor) - browse to the motion pdf file - preview the pdf file – <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "social" into the box to proceed to (6). 	<p>Motion for Determination that Debtor's Certification of Exigent Circumstances Which Warrant a Waiver of Requirement for Budget and Credit Counseling Prior to Filing Petition is Satisfactory</p> <p>Use NM Form 504 when 11 U. S. C. § 109 (h) (3) (A) applies</p> <p>(see Notes at end of flow chart)</p>	<p>NM Form 504 as pdf file</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

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District of New Mexico

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Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(5d) Select BANKRUPTCY, then select MOTIONS/APPLICATIONS - If box #4 on Exhibit D is checked, file the motion regarding exemption from credit counseling requirement.</p> <ul style="list-style-type: none"> - confirm case number - select Determination re exemption per Sec 109 (h)(4) (motion) - select party (debtor) - browse to the motion pdf file - preview the pdf file – <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "social" into the box to proceed to (6). 	<p>Motion for Determination that Debtor is Unable to Complete Requirements for Budget and Credit Counseling</p> <p>Use NM Form 505 when 11 U. S. C. § 109 (h) (4) applies</p> <p>(see Notes at end of flow chart)</p>	<p>NM Form 505 as pdf file</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

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United States Bankruptcy Court

District of New Mexico

A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(6) Select STATEMENT OF SOCIAL SECURITY NUMBER</p> <ul style="list-style-type: none"> - confirm case number - select Statement of Social Security Number - select party (debtor) - browse to the statement of ssn pdf file - preview the pdf file – <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "spouse" into the box to proceed to (7a or 7b) 	<p>Statement of Social Security number</p> <p>Use Form B21</p> <p>(see Notes at end of flow chart)</p>	<p>statement of social security number signed by debtor(s), scanned and printed to / saved as pdf file.</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

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United States Bankruptcy Court

District of New Mexico

A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(6) Select STATEMENT OF SOCIAL SECURITY NUMBER</p> <ul style="list-style-type: none"> - confirm case number - select Statement of Social Security Number - select party (debtor) - browse to the statement of ssn pdf file - preview the pdf file – <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "spouse" into the box to proceed to (7a or 7b) 	<p>Statement of Social Security number</p> <p>Use Form B21</p> <p>(see Notes at end of flow chart)</p>	<p>statement of social security number signed by debtor(s), scanned and printed to / saved as pdf file.</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

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United States Bankruptcy Court

District of New Mexico

A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(7a) Select Certification that Debtor has No Spouse</p> <ul style="list-style-type: none"> - confirm case number - select Certification that Debtor has No Spouse - select party (debtor) - browse to the stmt no spouse pdf file - preview the pdf file - <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "disclosure of compensation" into the box to proceed to (8) 	<p>Certification that Debtor has no Spouse</p> <p>Use NM LF Form 900.</p> <p>See 7b below for disclosing non-filing spouse</p> <p>(see Notes at end of flow chart)</p>	<p>NM LF Form 900 signed by debtor, scanned and saved as / printed to pdf file.</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

Revised May 8, 2013

United States Bankruptcy Court

District of New Mexico

A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(7b) Select BANKRUPTCY, then MISCELLANEOUS</p> <ul style="list-style-type: none"> - confirm case number - select Statement Disclosing Non-Filing Spouse - select party (debtor) - browse to the disclosure of non-filing spouse pdf file. - preview the pdf file - <u>if this is correct file, upload it</u> - search non-filing spouse ssn or name. - if name is in database, confirm correct address; if address <i>already in the database</i> is incorrect or if party in the database has no address, Create New Party. - at the Party Information screen, enter only first, middle, and last name, address PO or street, city, zip - select the ROLE Non-Filing Spouse (nfs:pty) - DO NOT ENTER ssn, phone number, email address or alias for the non-filing spouse. - select End Party Selection. - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "disclosure of compensation" into the box to proceed to (8) 	<p>Statement Disclosing Non-Filing Spouse</p> <p>Use NM LF Form 901.</p> <p>(see Notes at end of flow chart)</p>	<p>NM LF Form 901 signed by debtor, scanned and saved as / printed to pdf file</p>	<p>none</p>

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

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United States Bankruptcy Court

District of New Mexico

A	B	C	D
Select Event from the Bankruptcy Menu	Description/Name of Lead Document	File to upload	Other
<p>(8) Select DISCLOSURE OF COMPENSATION</p> <ul style="list-style-type: none"> - confirm case number - select Disclosure of Compensation - select party (debtor) - browse to the disclosure of compensation pdf file - preview the pdf file - <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions - click on Search in the CM/ECF main menu bar and type "statement of intention" into the box to proceed to (9) 	<p>Disclosure of Compensation of Attorney for Debtor</p> <p>Use Form B203</p> <p>(see Notes at end of flow chart)</p>	<p>disclosure of compensation as a pdf file.</p>	<p>none</p>
<p>(9) Select STATEMENT OF INTENTION</p> <ul style="list-style-type: none"> - confirm case number - select Statement of Intention - select party (debtor) - browse to the statement of intention pdf file - preview the pdf file - <u>if this is correct file, upload it</u> - confirm docket entry is correct - click on Next button to submit - print NEF to paper or pdf - step by step instructions 	<p>Chapter 7 Individual Debtor's Statement of Intention</p> <p>Use Official Form B8</p> <p>(see Notes at end of flow chart)</p>	<p>statement of intention signed by debtor(s), scanned and saved as / printed to pdf file.</p>	<p>none</p>

NOTES:

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

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United States Bankruptcy Court

District of New Mexico

(1) Open Voluntary BK Case

- (a) Refer to the CM/ECF procedure “[Open a Bankruptcy Case](#)” for detailed instructions.
- (b) **Notice of Electronic Filing**: CM/ECF creates a Notice of Electronic Filing (NEF) at the end of each document filing process and automatically sends the NEF via e-mail to attorneys on the case who are registered ECF users at their e-mail address(es) entered in CM/ECF. The NEF includes the time and date of filing, the case number and the docket text for the petition docket entry. The NEF lists the names and e-mail addresses of attorneys to whom the e-mail was sent and, therefore, serves as the certificate of notice for attorneys who are registered ECF users. The NEF contains a hyperlink to the document pdf file. Viewing the document pdf file via this hyperlink constitutes the attorney’s free copy of the document.

The NEF also lists the names and mailing addresses of parties and attorneys on the case who are not registered users (and, therefore, would not receive notice via e-mail). E-filers are responsible for mailing paper copies of filed documents to the parties and attorneys who are not registered users, if entitled to notice, and for filing a certificate of service with the Clerk’s Office of having done so.

- (c) **The petition pdf file should include only the documents listed in the Description/Name of Document column for event (1). All other case initiation documents are filed separately as indicated in this flow chart.** Please note that although Exhibit D directs debtor to attach the certificate of credit counseling to it, these instructions do not require e-filers to include a copy of the certificate of credit counseling in the petition pdf file. Instead, e-filers should file the certificates separately as indicated in step (5a) using the docket event “Credit Counseling Received: Certificates Submitted” on the Miscellaneous menu. If debtor checked box #2 on Exhibit D, the certificate must be filed within 14 days of the filing of the petition, using the same event described in step (5b).
- (d) **Debtors must sign the signature page.** Use of s/debtor name typed on the line is not acceptable. [Form NM LF 902](#) is for a **complete** Chapter 7, 11, 12, or 13 cases. Once the form is signed, scan and save it as a pdf file.

(2) Upload List of Creditors File

- (a) Be sure your file is saved as an ASCII DOS or PLAN TEXT FILE. The file extension will probably be .txt or .scn
- (b) If you have problems with the creditor upload, call the CM/ECF help desk at 348-2500 (toll free 866-291-6805), option #3.

(3) Signature Page - [NM Form 901](#)

- (a) If you use an automatic upload program, set the program to docket the Signature Page as a separate document.
- (b) If you are manually opening the case, you may docket the Signature Page as detailed in step 3, or, you may file the Signature Page as an attachment to the voluntary petition.

(4) Judge/Trustee Assignment

CHAPTER 7 CASE OPENING in CM/ECF

INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS

Effective June 1, 2008

Revised May 8, 2013

United States Bankruptcy Court

District of New Mexico

- (a) Creditors must be uploaded before you can run the judge/trustee assignment. If there is an error, call the CM/ECF help desk at 348-2500 (toll free 866-291-6805), option #3.
 - (b) Refer to the CM/ECF procedures "[Judge/Trustee Assignment](#)" for a list of creditor meeting locations by zip code, special considerations relating to meeting locations and scheduling.
- (5a), (5b), (5c), (5d) Documents relating to requirement to complete credit counseling prior to filing**
- (a) If box #1 on Exhibit D is checked, submit certificates as described in step (5a). **You do not need to submit NM Form 503.** If you submit the certificates for both debtors as one pdf file in a joint case, be sure to select both debtors as parties on the Select Party screen in CM/ECF so that both debtor names will appear in the docket entry.
 - (b) If box #2 on Exhibit D is checked because debtor has completed budget and credit counseling but does not have certificates. Follow the instructions in step (5b). The docket entry you make here will set a 14 day deadline for the debtor to file the certificates. If you do not make the docket entry, you will receive a notice of error from the Clerk's Office. Follow the instructions in step (5a) to file the certificates within 14 days.
 - (c) If box #3 is checked, use [NM Form 504](#) and follow the instructions in step (5c).
 - (d) If box #4 is checked, use [NM Form 505](#) and follow the instructions in step (5d).
- (6) Statement of Social Security Number(s)** - Debtors must sign the Statement of Social Security Number. Use of s/debtor name typed on the line is not acceptable. Once the form is signed, scan and save it as a pdf file. This form MUST show the complete nine digit social security number. The docket event is restricted so privacy is not violated.
- (7a) Certification that Debtor has No Spouse, pursuant to New Mexico Local Bankruptcy Rule 1002-1.** New Mexico Local Rule 1002-1 requires an individual debtor in a non-joint case to disclose marital status, and if married, the name and address of the non-filing spouse at the time of filing the petition as well as all schedules and statements, even if they are filed after the petition. The following local form is provided to accommodate debtor's compliance with the local rules:
- (a) Use [NM LF Form 900](#) to declare debtor's marital status **when debtor is not married.**
 - (b) Debtor signature is required on this form. Use of s/debtor name typed on the line is not acceptable. Once the form is signed, scan and save it as a pdf file.
- (7b) Statement Disclosing Non-Filing Spouse, pursuant to New Mexico Local Bankruptcy Rule 1002-1.** New Mexico Local Rule 1002-1 requires an individual debtor in a non-joint case to disclose marital status, and if married, the name and address of the non-filing spouse at the time of filing the petition as well as all schedules and statements, even if they are filed after the petition. The following local form is provided to accommodate debtor's compliance with the local rules:

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INDIVIDUAL CONSUMER DEBTOR - PETITION WITH ALL SCHEDULES AND STATEMENTS
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United States Bankruptcy Court
District of New Mexico

- (a) Use [NMLF Form 901](#) when a debtor who has a non-filing spouse to file the petition as well as all schedules and statements filed after the petition.
 - (b) Debtor signature is required on this form. Use of s/debtor name typed on the line is not acceptable.
- (8) Disclosure of Compensation of Attorney for Debtor**
- (a) Disclosure of compensation of attorney for debtor pursuant to 11 U. S. C. § 362(a) and Fed. R. Bankr. P. 2016(b) is required in all cases.
 - (b) This form does not require the debtor's signature.
- (9) Chapter 7 Individual Debtor's Statement of Intention**
- (a) Use [Official form 8](#).
 - (b) Debtors are required to verify the information in the statement and sign it. This form must be hand signed by the debtor and scanned. Use of s/debtor name typed on the line is not acceptable. Once the form is signed, scan and save it as a pdf file.

Revision history: November 30, 2009 - the flowchart was changed to conform to the new deadlines, to incorporate the search feature, and to provide instruction for the signature page as a separate document for use with the automated upload features on many bankruptcy software packages.

August 2, 2010 - the flowchart was changed to conform to the new local rules and to update local form numbers. ac

September 10, 2010 - the flowchart was changed to conform to the new local rules and to update local form numbers (400 to 900). ac

May 8, 2013 - complete review and overhaul including step by step instructions (hyperlinks to the Online Electronic Manual and forms) and new form numbers - ac