

Slide 1

Text Captions: Filing a Voluntary Chapter 7 Case

Module 1 of 8



Slide 2

Text Captions: Select Bankruptcy.

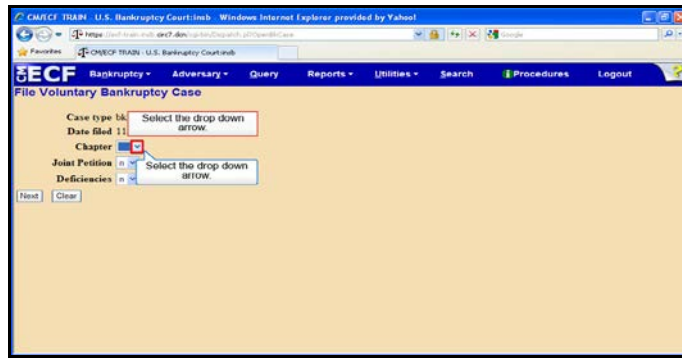
Select Bankruptcy.



Slide 3

Text Captions: Select File Voluntary Bankruptcy Case.

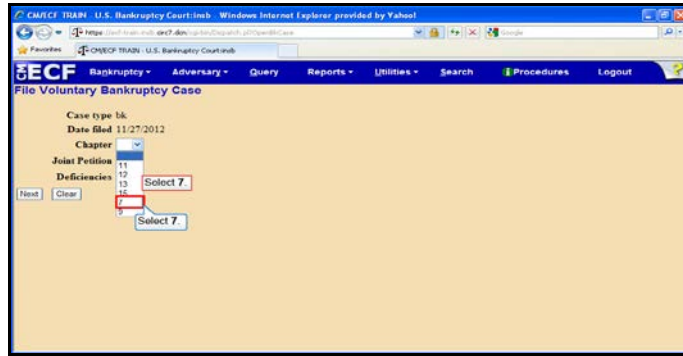
Select File Voluntary Bankruptcy Case.



Slide 4

Text Captions: Select the drop down arrow.

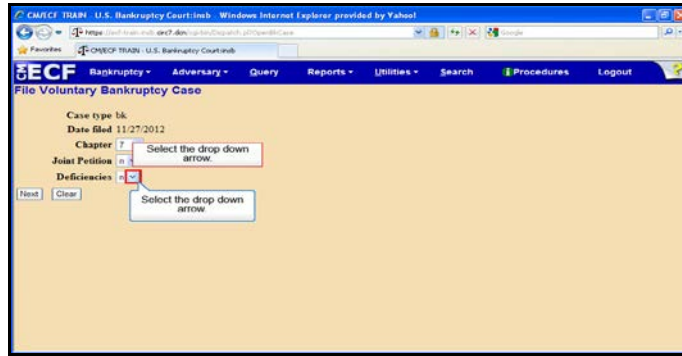
Select the drop down arrow.



Slide 5

Text Captions: Select 7.

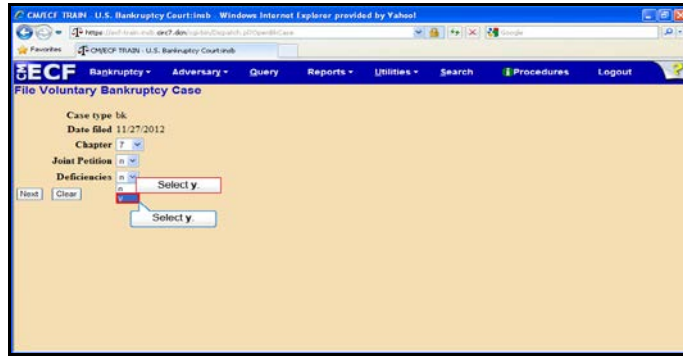
Select 7.



Slide 6

Text Captions: Select the drop down arrow.

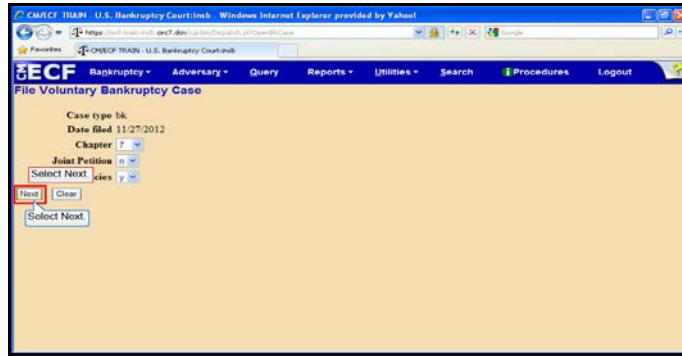
Select the drop down arrow.



Slide 7

Text Captions: Select y.

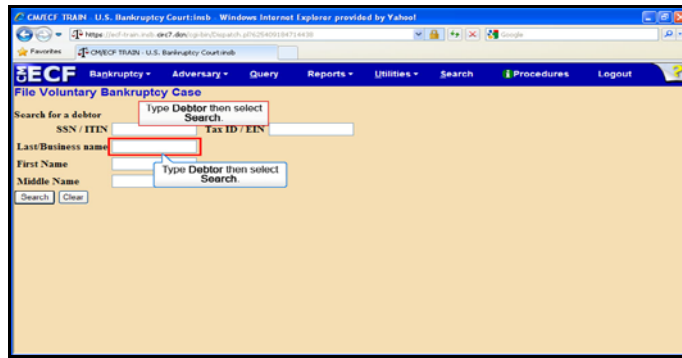
Select y.



Slide 8

Text Captions: Select Next.

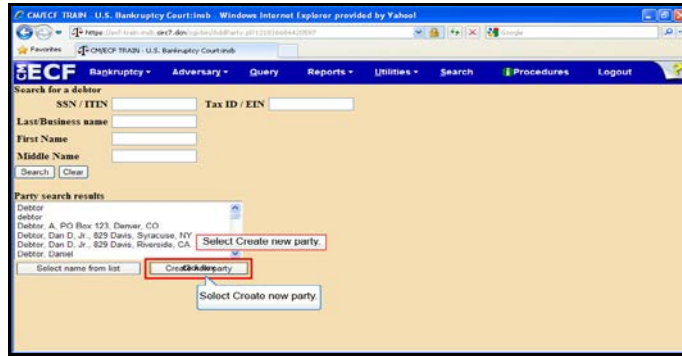
Select Next.



Slide 9

Text Captions: Type Debtor then select Search.

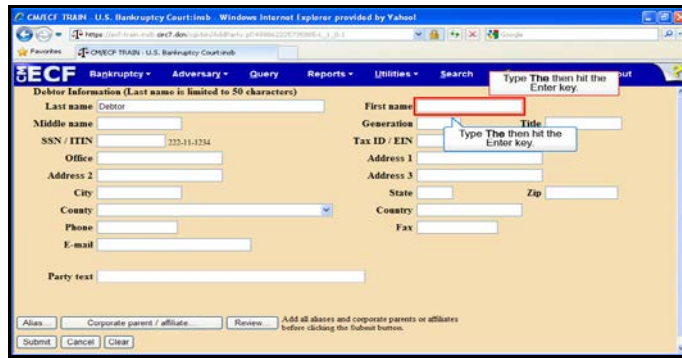
Type Debtor then select Search.



Slide 10

Text Captions: Select Create new party.

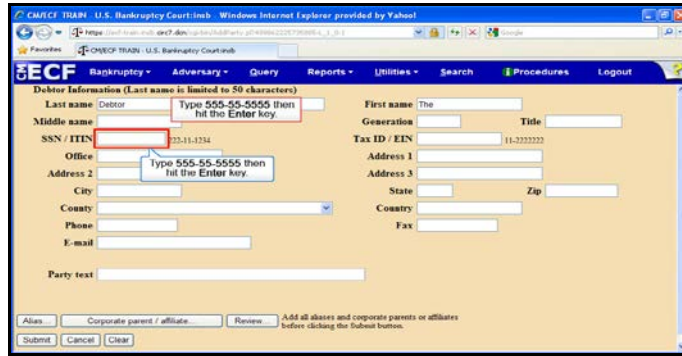
Select Create new party.



Slide 11

Text Captions: Type The then hit the Enter key.

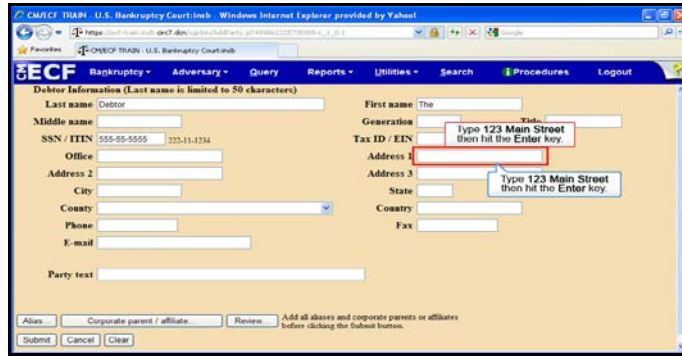
Type The then hit the Enter key.



Slide 12

Text Captions: Type 555-55-5555 then hit the Enter key.

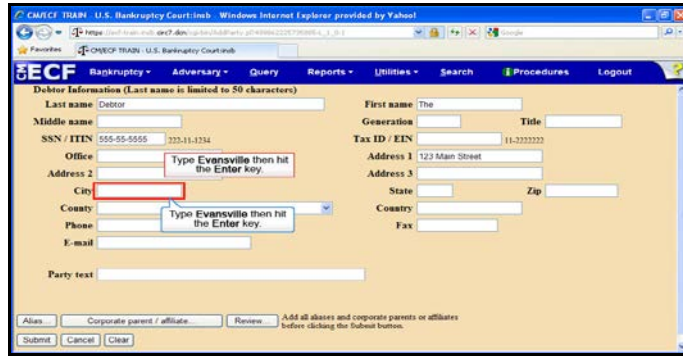
Type 555-55-5555 then hit the Enter key.



Slide 13

Text Captions: Type 123 Main Street then hit the Enter key.

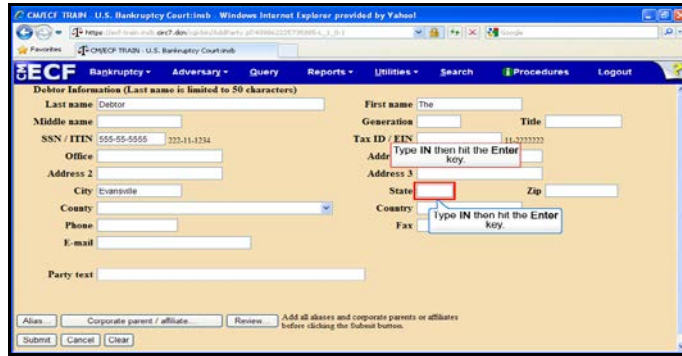
Type 123 Main Street then hit the Enter key.



Slide 14

Text Captions: Type Evansville then hit the Enter key.

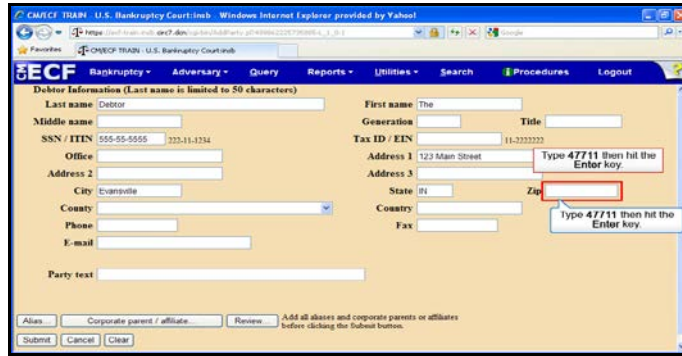
Type Evansville then hit the Enter key.



Slide 15

Text Captions: Type IN then hit the Enter key.

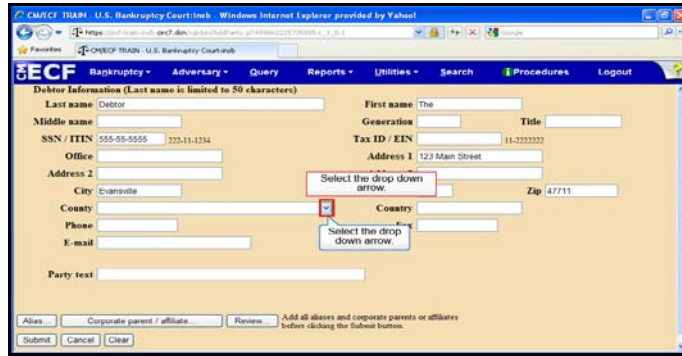
Type IN then hit the Enter key.



Slide 16

Text Captions: Type 47711 then hit the Enter key.

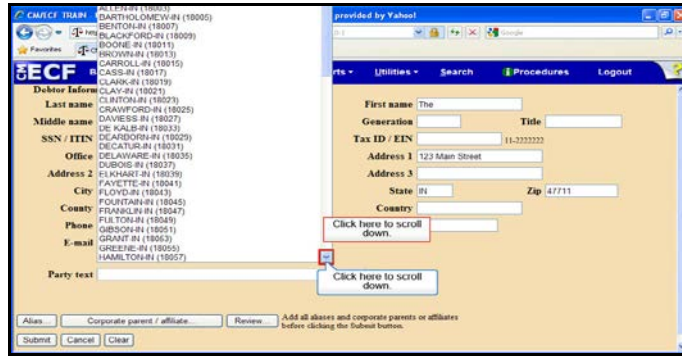
Type 47711 then hit the Enter key.



Slide 17

Text Captions: Select the drop down arrow.

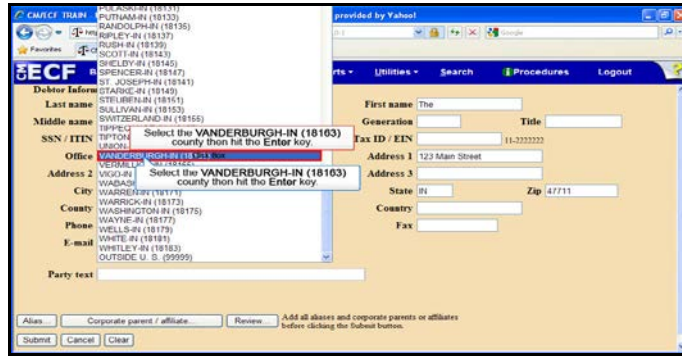
Select the drop down arrow.



Slide 18

Text Captions: Click here to scroll down.

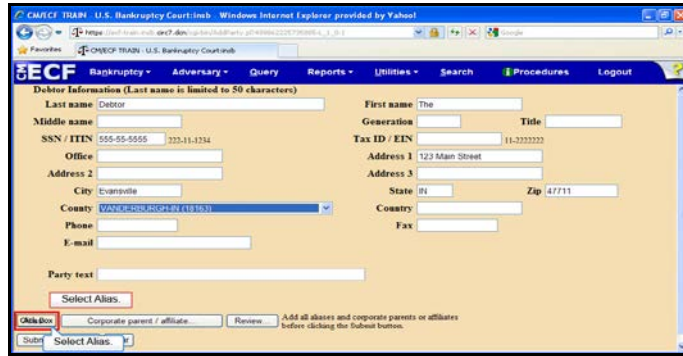
Click here to scroll down.



Slide 19

Text Captions: Select the VANDERBURGH-IN (18163) county then hit the Enter key.

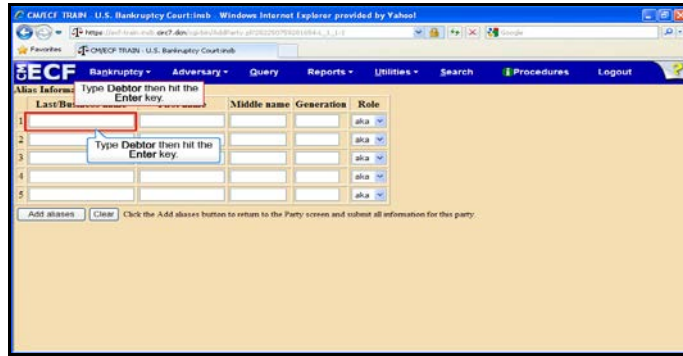
Select the VANDERBURGH-IN (18163) county then hit the Enter key.



Slide 20

Text Captions: Select Alias.

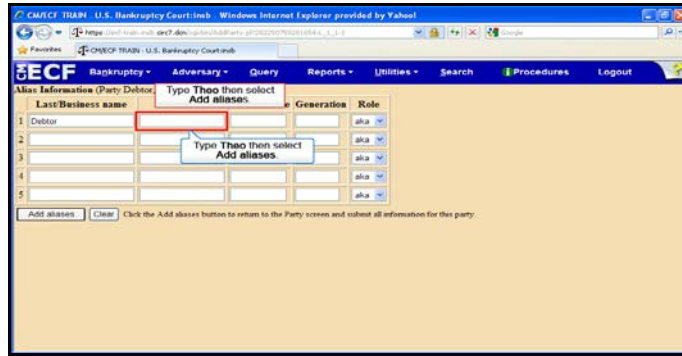
Select Alias.



Slide 21

Text Captions: Type Debtor then hit the Enter key.

Type Debtor then hit the Enter key.



Slide 22

Text Captions: Type Theo then select Add aliases.

Type Theo then select Add aliases.

CM/CF TRAIN U.S. Bankruptcy Court/Inb Windows Internet Explorer provided by Yahoo!

http://ecf-train.uscourts.gov/.../Part1.pdf?i=10718400221.1.0009_3

ECF Bankruptcy Adversary Query Reports Utilities Search Procedures Logout

Debtor Information (Last name is limited to 50 characters)

Last name Debtor First name The

Middle name Generation Title

SSN / ITIN 555-55-5555 332-11-1334 Tax ID / EIN 11-23232322

Office Address 1 123 Main Street

Address 2 Address 3

City Evansville State IN Zip 47711

County VANDERBURGH-IN (18163) Country

Phone Fax

E-mail

Party text

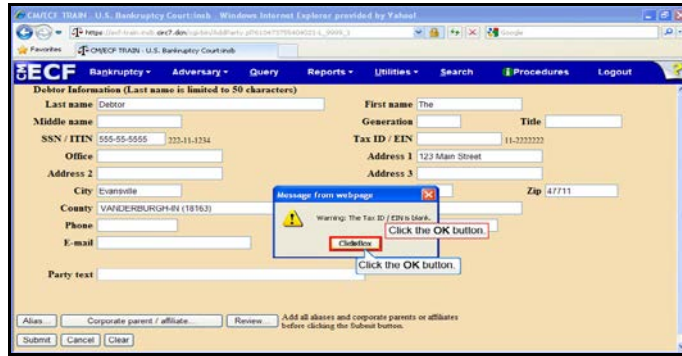
Select Submit Add all aliases and corporate parents or affiliates before clicking the Submit button. Review

Click here Select Submit

Slide 23

Text Captions: Select Submit.

Select Submit.



Slide 24

Text Captions: Click the OK button.

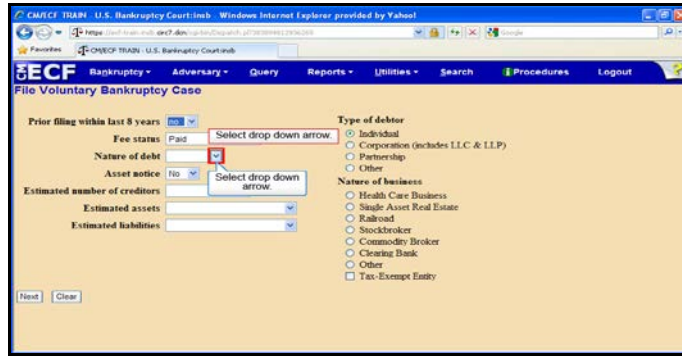
Click the OK button.



Slide 25

Text Captions: Select Next.

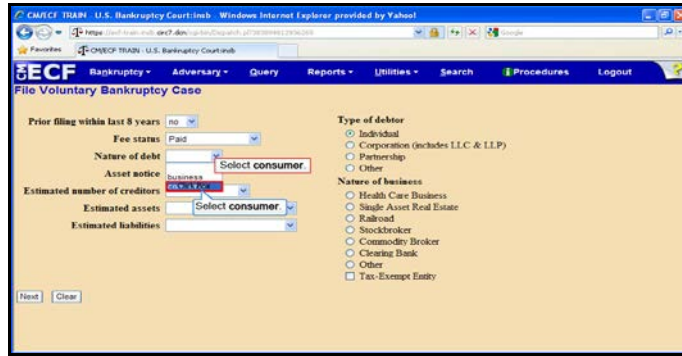
Select Next.



Slide 26

Text Captions: Select drop down arrow.

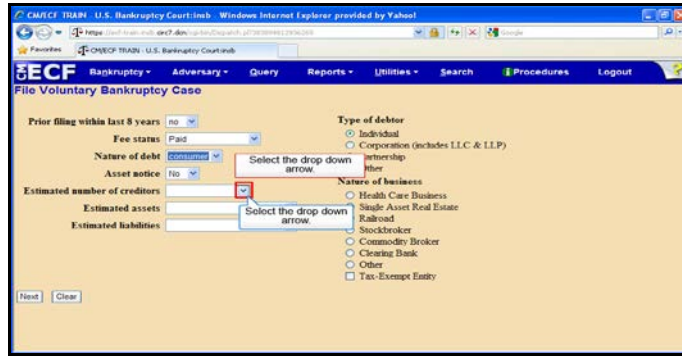
Select drop down arrow.



Slide 27

Text Captions: Select consumer.

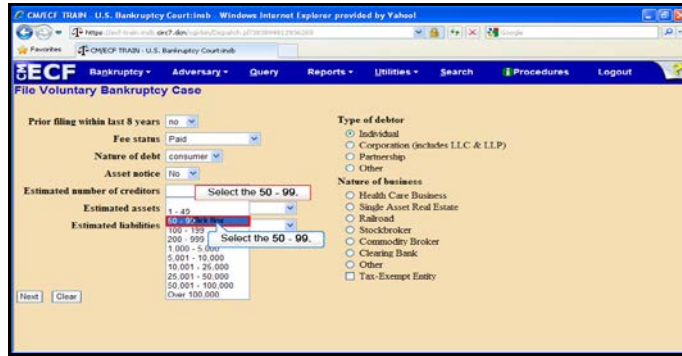
Select consumer.



Slide 28

Text Captions: Select the drop down arrow.

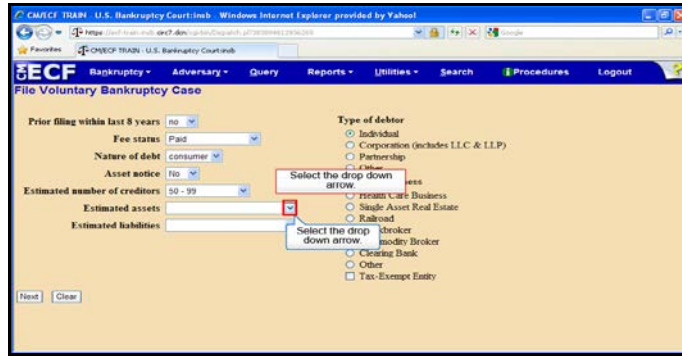
Select the drop down arrow.



Slide 29

Text Captions: Select the 50 - 99.

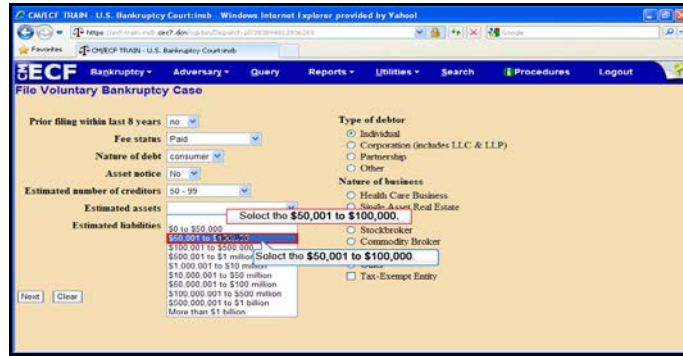
Select the 50 - 99.



Slide 30

Text Captions: Select the drop down arrow.

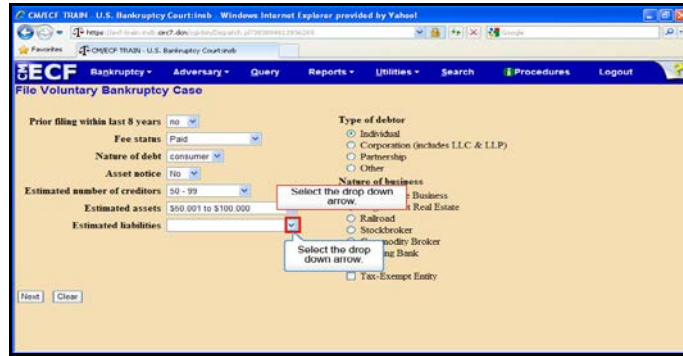
Select the drop down arrow.



Slide 31

Text Captions: Select the \$50,001 to \$100,000.

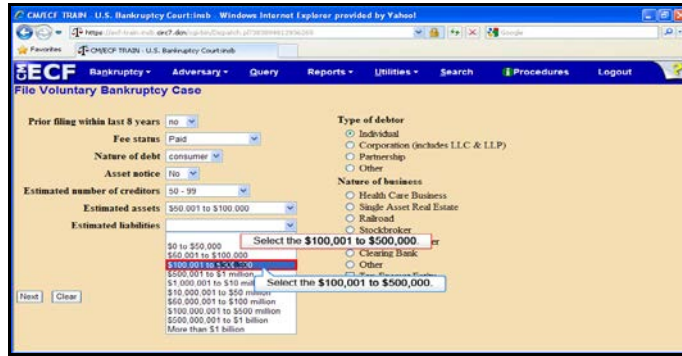
Select the \$50,001 to \$100,000.



Slide 32

Text Captions: Select the drop down arrow.

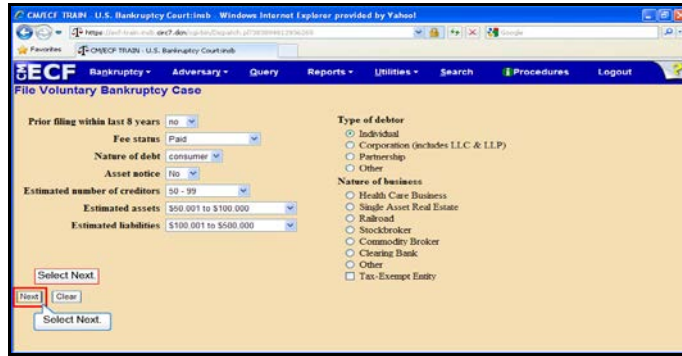
Select the drop down arrow.



Slide 33

Text Captions: Select the \$100,001 to \$500,000.

Select the \$100,001 to \$500,000.



Slide 34

Text Captions: Select Next.

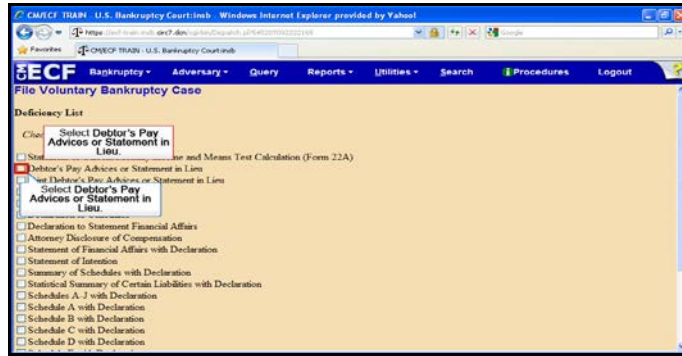
Select Next.



Slide 35

Text Captions: Select Next.

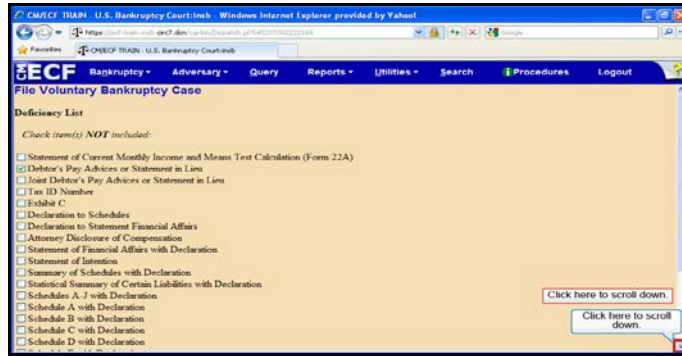
Select Next.



Slide 36

Text Captions: Select Debtor's Pay Advices or Statement in Lieu.

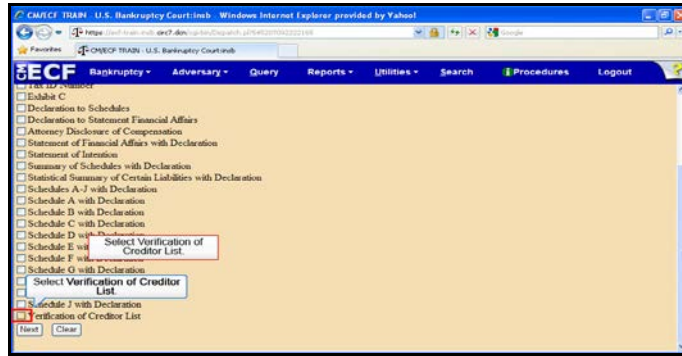
Select Debtor's Pay Advices or Statement in Lieu.



Slide 37

Text Captions: Click here to scroll down.

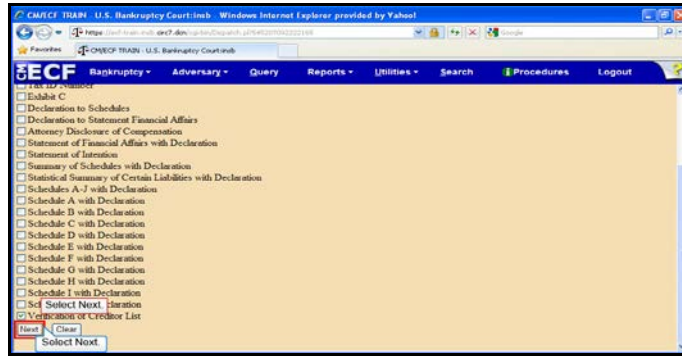
Click here to scroll down.



Slide 38

Text Captions: Select Verification of Creditor List.

Select Verification of Creditor List.



Slide 39

Text Captions: Select Next.

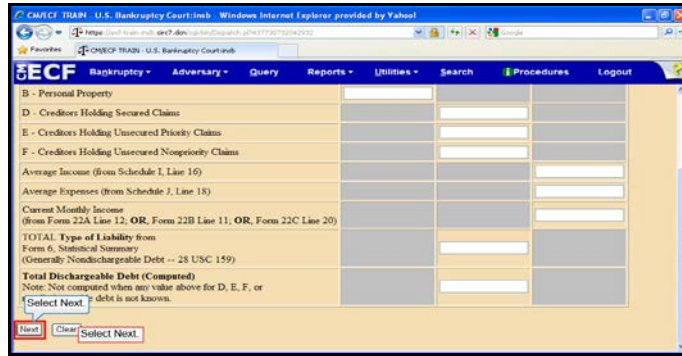
Select Next.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>

Slide 40

Text Captions: Select the drop down arrow to scroll.

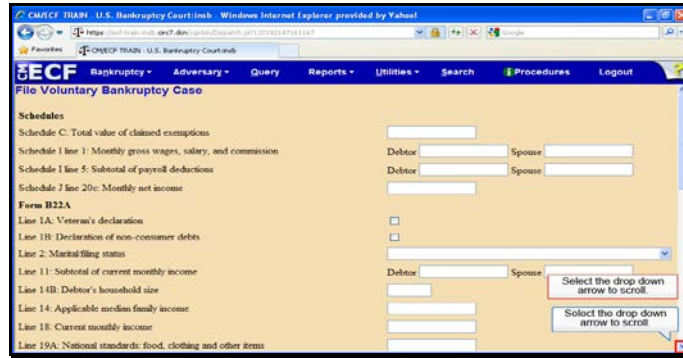
Select the drop down arrow to scroll.



Slide 41

Text Captions: Select Next.

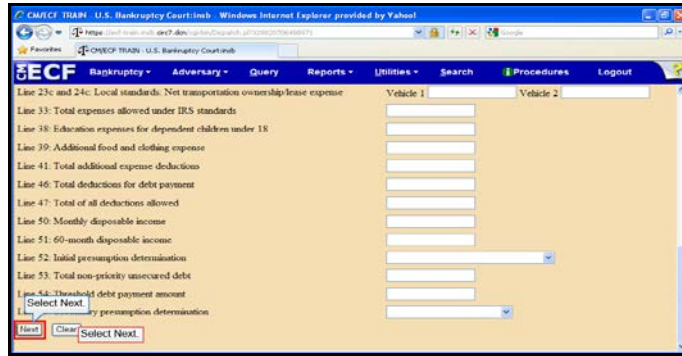
Select Next.



Slide 42

Text Captions: Select the drop down arrow to scroll.

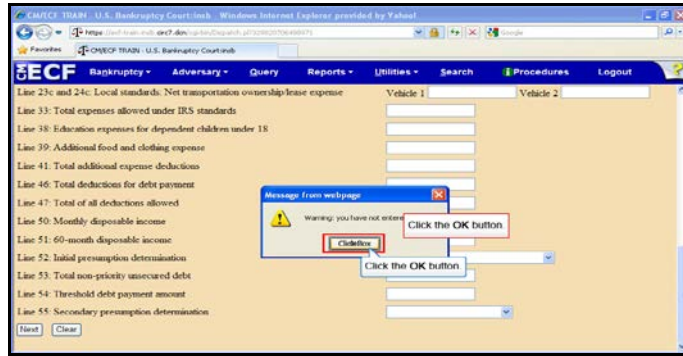
Select the drop down arrow to scroll.



Slide 43

Text Captions: Select Next.

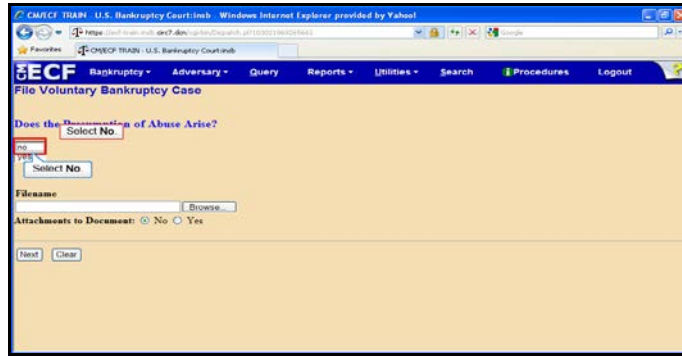
Select Next.



Slide 44

Text Captions: Click the OK button.

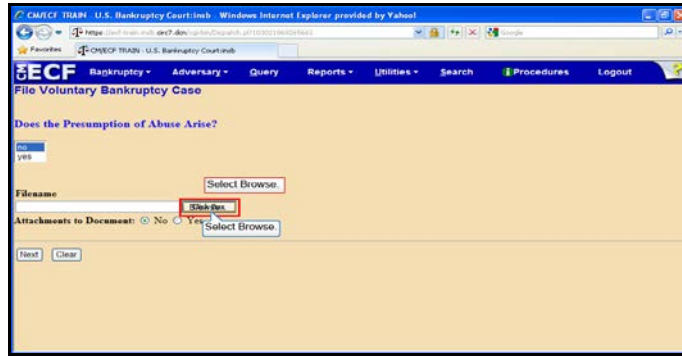
Click the OK button.



Slide 45

Text Captions: Select No.

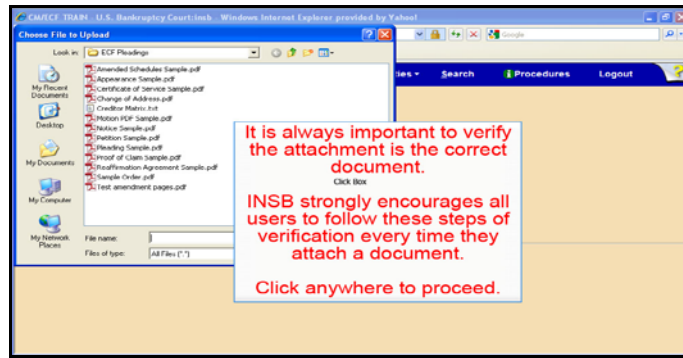
Select No.



Slide 46

Text Captions: Select Browse.

Select Browse.



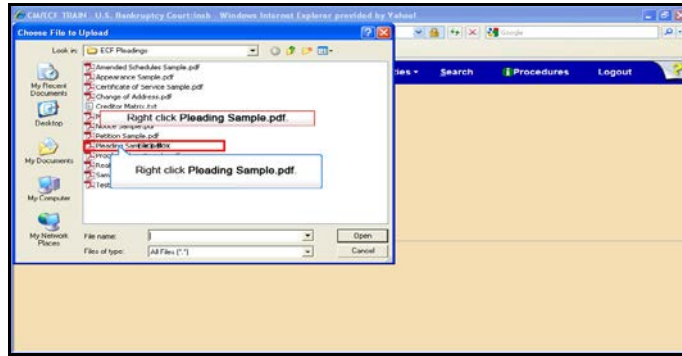
Slide 47

Text Captions: The Choose File to Upload window opens

It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

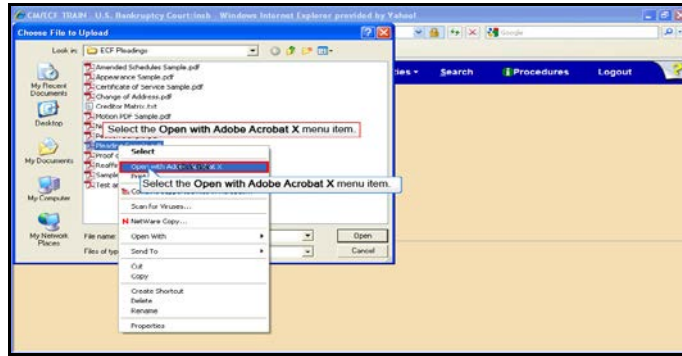
Click anywhere to proceed.



Slide 48

Text Captions: Right click Pleading Sample.pdf.

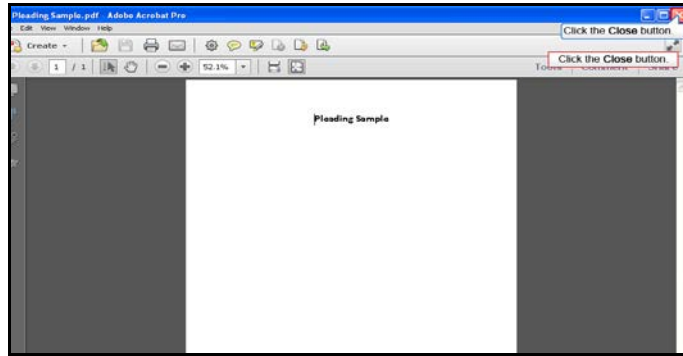
Right click Pleading Sample.pdf.



Slide 49

Text Captions: Select the Open with Adobe Acrobat X menu item.

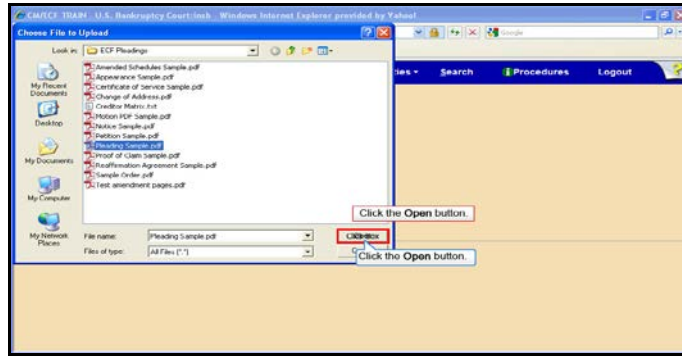
Select the Open with Adobe Acrobat X menu item.



Slide 50

Text Captions: Click the Close button.

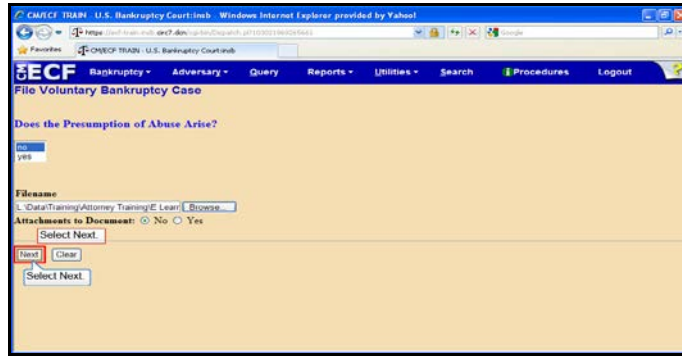
Click the Close button.



Slide 51

Text Captions: Click the Open button.

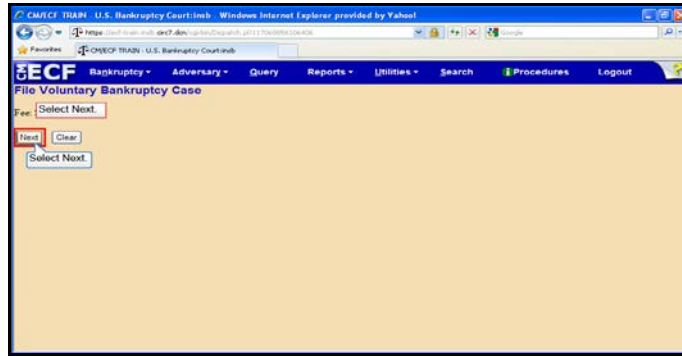
Click the Open button.



Slide 52

Text Captions: Select Next.

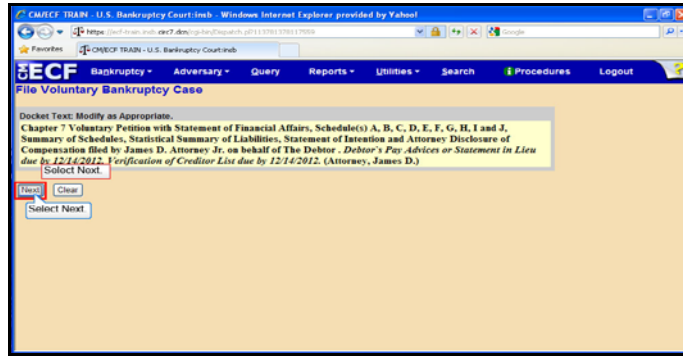
Select Next.



Slide 53

Text Captions: Select Next.

Select Next.



Slide 54

Text Captions: Select Next.

Select Next.



Slide 55

Text Captions: Select Next.

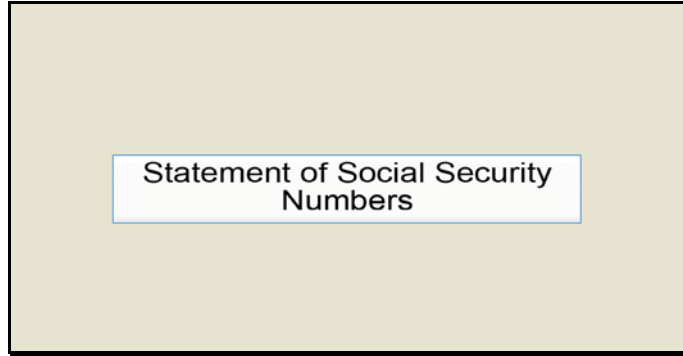
Select Next.



Slide 56

Text Captions: Click here to continue.

This is your
Electronic
Receipt



Slide 57

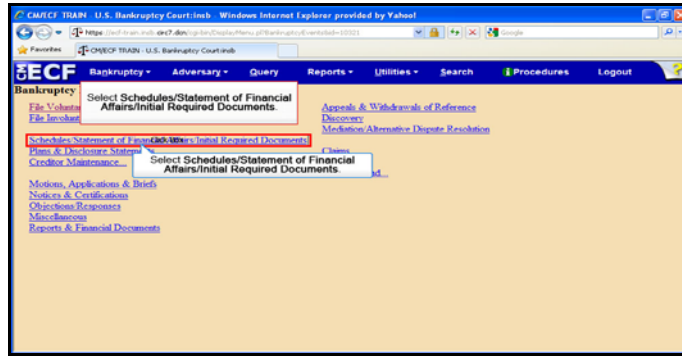
Text Captions: Statement of Social Security Numbers



Slide 58

Text Captions: Select Bankruptcy.

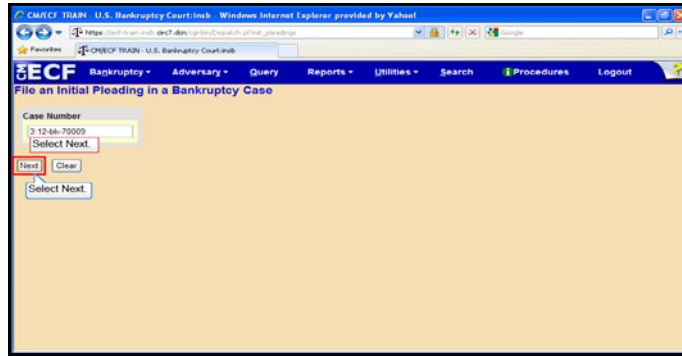
Select Bankruptcy.



Slide 59

Text Captions: Select Schedules/Statement of Financial Affairs/Initial Required Documents.

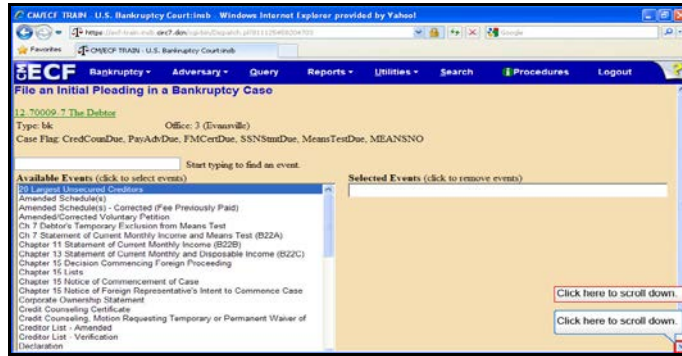
Select Schedules/Statement of Financial Affairs/Initial Required Documents.



Slide 60

Text Captions: Select Next.

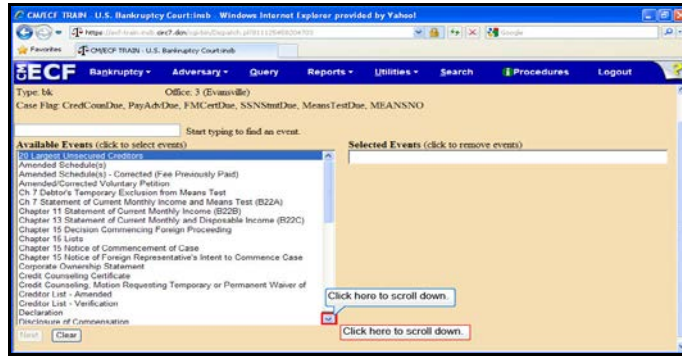
Select Next.



Slide 61

Text Captions: Click here to scroll down.

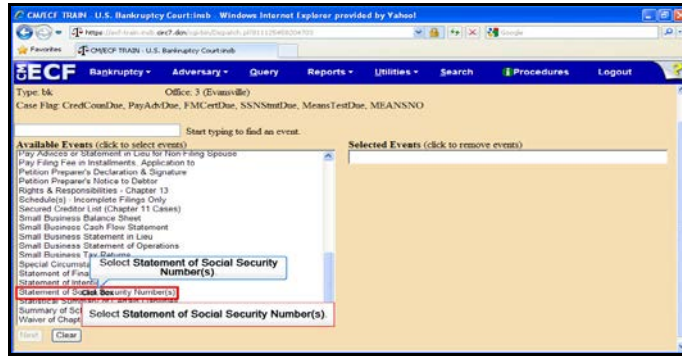
Click here to scroll down.



Slide 62

Text Captions: Click here to scroll down.

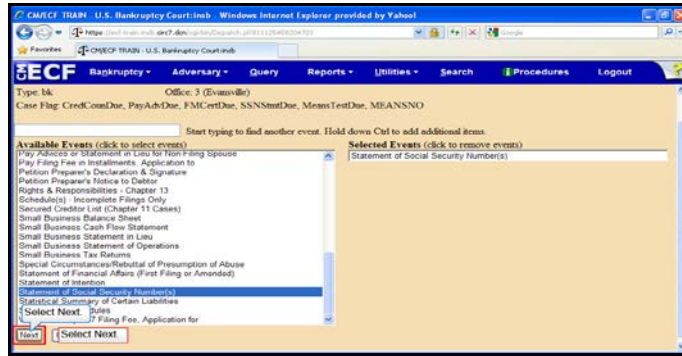
Click here to scroll down.



Slide 63

Text Captions: Select Statement of Social Security Number(s).

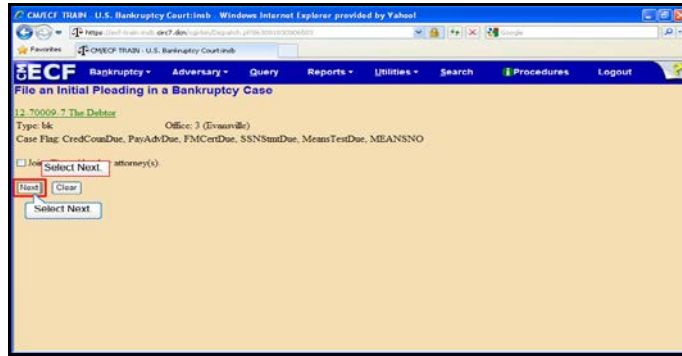
Select Statement of Social Security Number(s).



Slide 64

Text Captions: Select Next.

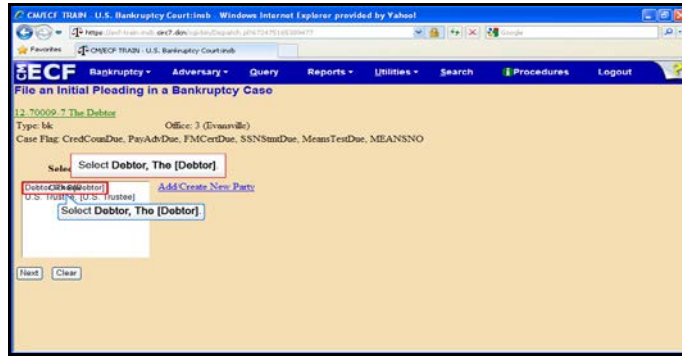
Select Next.



Slide 65

Text Captions: Select Next.

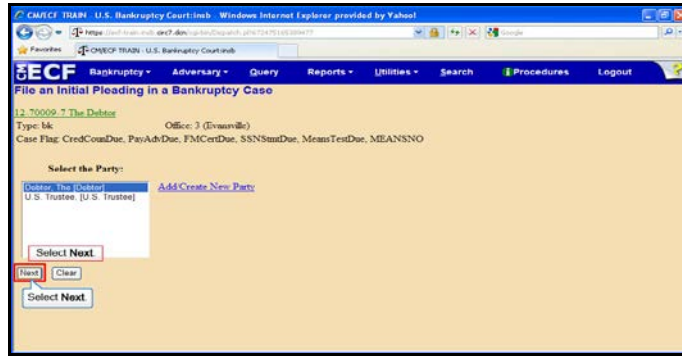
Select Next.



Slide 66

Text Captions: Select Debtor, The [Debtor].

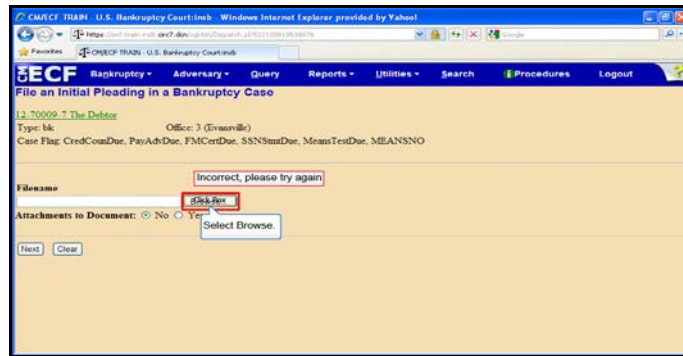
Select Debtor, The [Debtor].



Slide 67

Text Captions: Select Next.

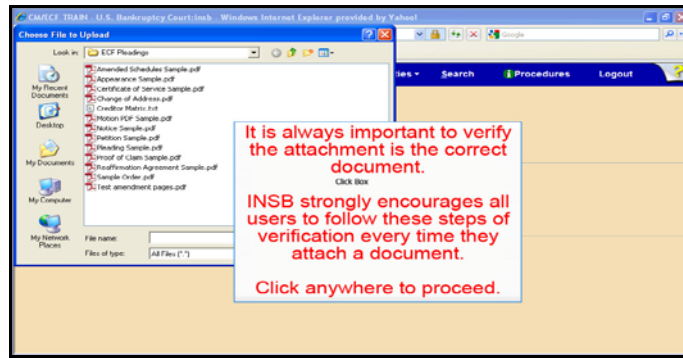
Select Next.



Slide 68

Text Captions: Select Browse.

Incorrect, please try again

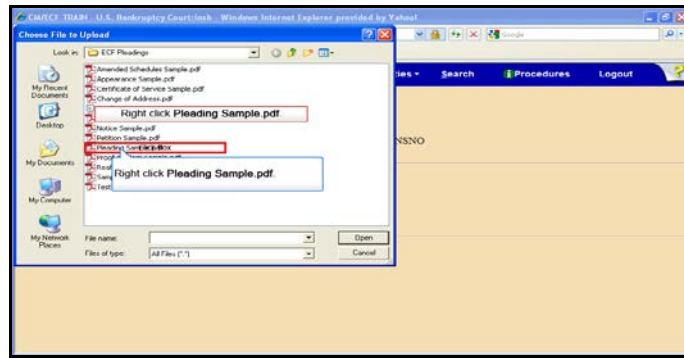


Slide 69

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

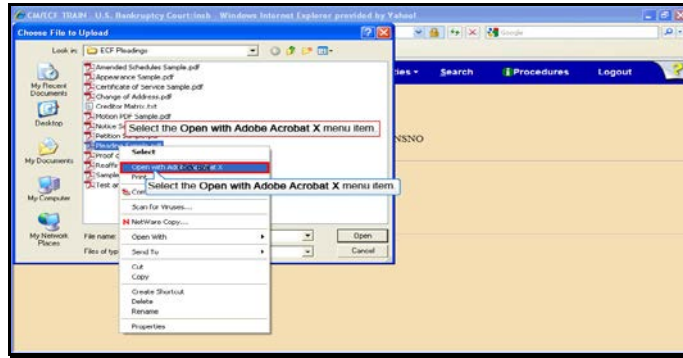
Click anywhere to proceed.



Slide 70

Text Captions: Right click Pleading Sample.pdf.

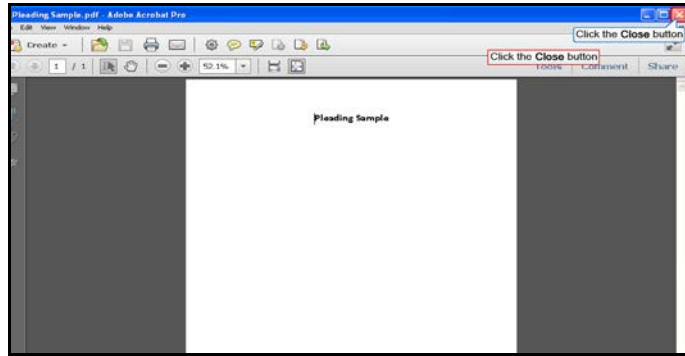
Right click Pleading Sample.pdf.



Slide 71

Text Captions: Select the Open with Adobe Acrobat X menu item.

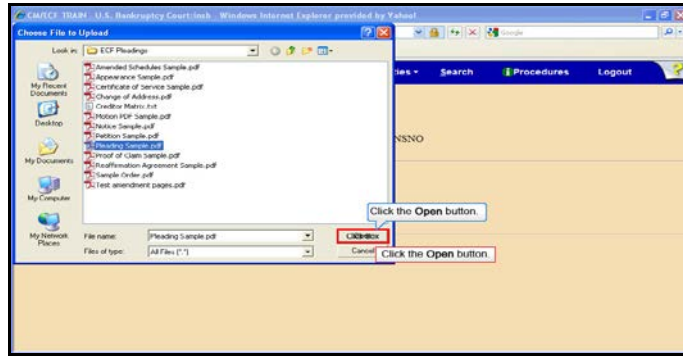
Select the Open with Adobe Acrobat X menu item.



Slide 72

Text Captions: Click the Close button

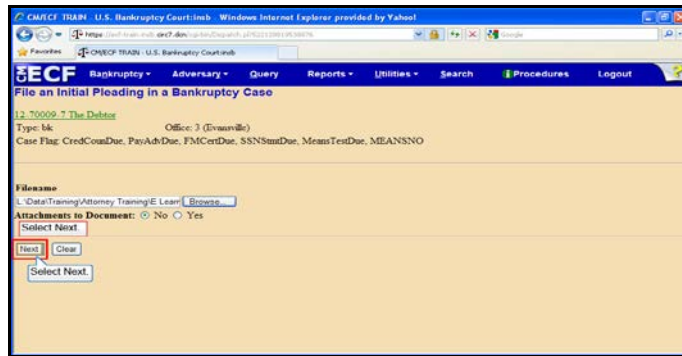
Click the Close button



Slide 73

Text Captions: Click the Open button.

Click the Open button.



Slide 74

Text Captions: Select Next.

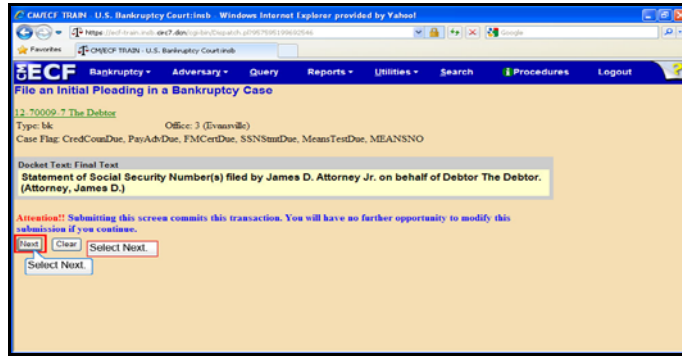
Select Next.



Slide 75

Text Captions: Select Next.

Select Next.



Slide 76

Text Captions: Select Next.

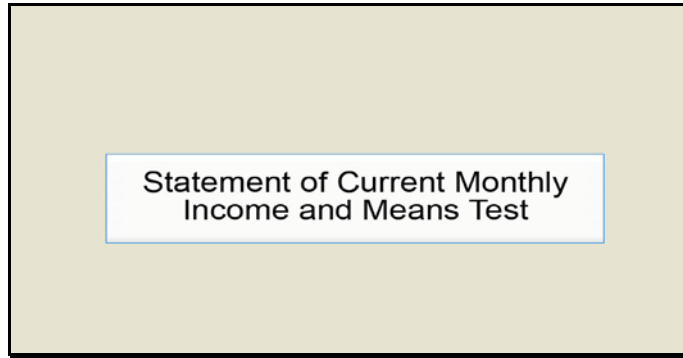
Select Next.



Slide 77

Text Captions: Click here to continue.

This is your
Electronic
Receipt



Slide 78

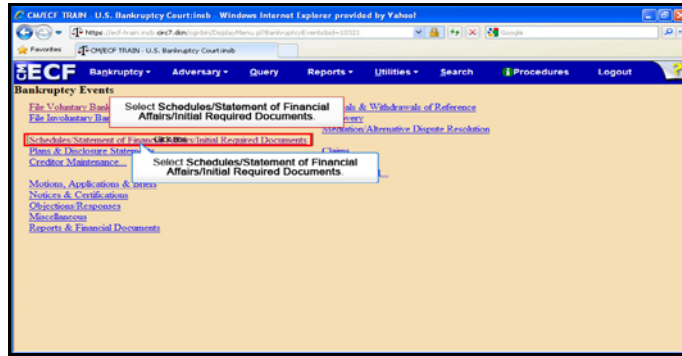
Text Captions: Statement of Current Monthly Income and Means Test



Slide 79

Text Captions: Select Bankruptcy.

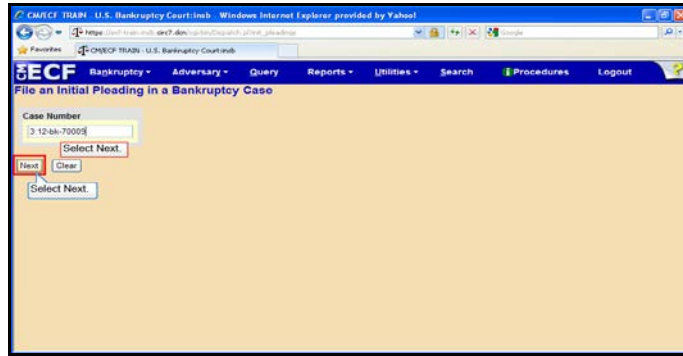
Select Bankruptcy.



Slide 80

Text Captions: Select Schedules/Statement of Financial Affairs/Initial Required Documents.

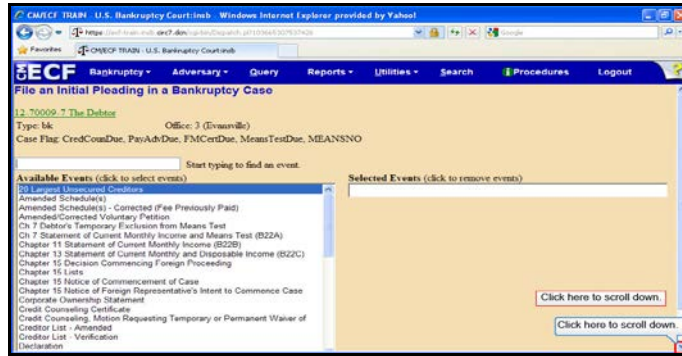
Select Schedules/Statement of Financial Affairs/Initial Required Documents.



Slide 81

Text Captions: Select Next.

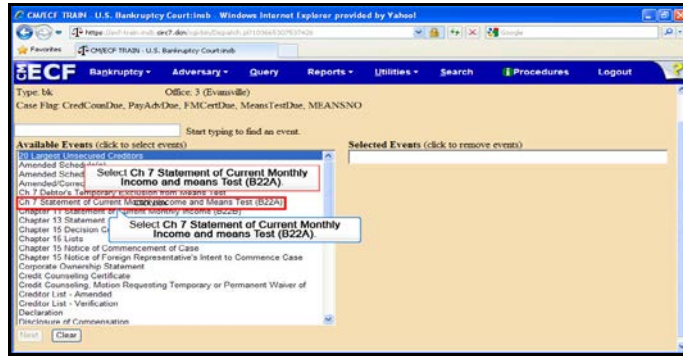
Select Next.



Slide 82

Text Captions: Click here to scroll down.

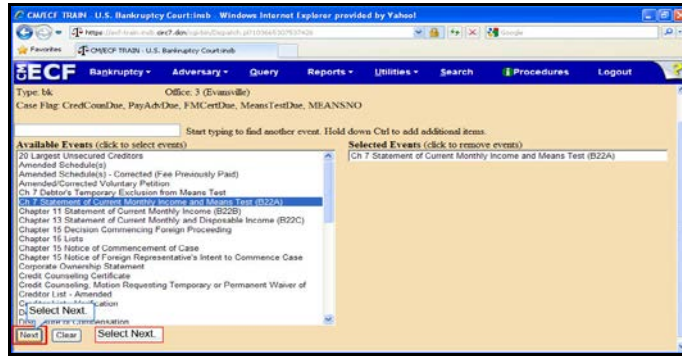
Click here to scroll down.



Slide 83

Text Captions: Select Ch 7 Statement of Current Monthly Income and means Test (B22A).

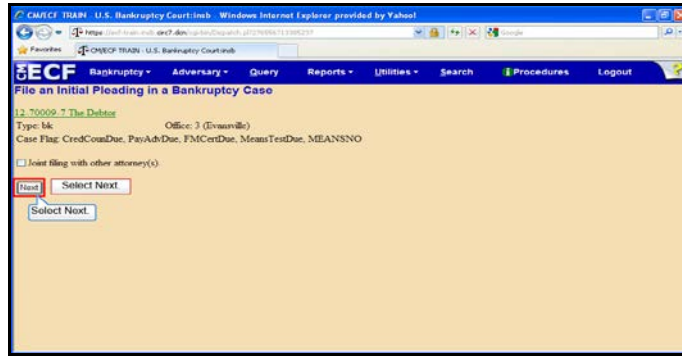
Select Ch 7 Statement of Current Monthly Income and means Test (B22A).



Slide 84

Text Captions: Select Next.

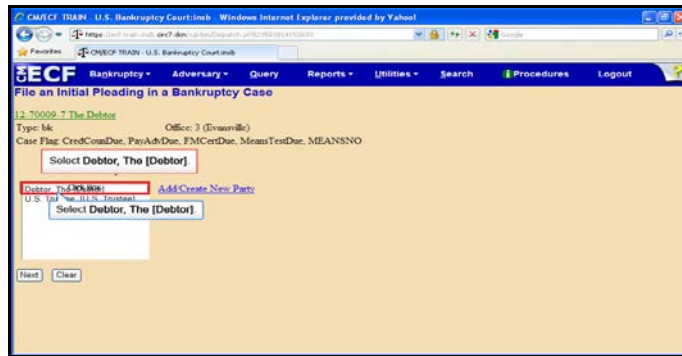
Select Next.



Slide 85

Text Captions: Select Next.

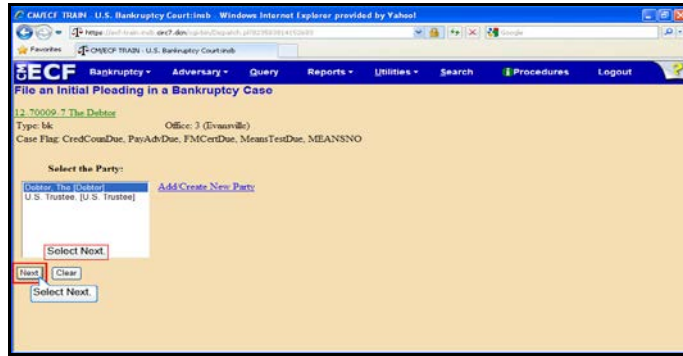
Select Next.



Slide 86

Text Captions: Select Debtor, The [Debtor].

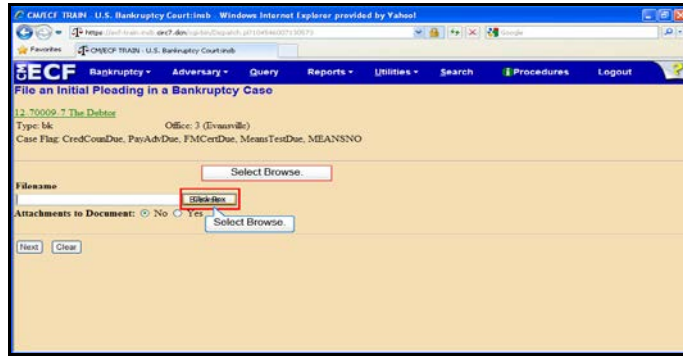
Select Debtor, The [Debtor].



Slide 87

Text Captions: Select Next.

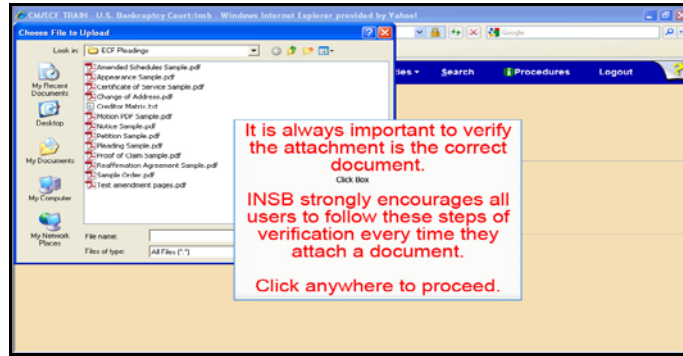
Select Next.



Slide 88

Text Captions: Select Browse.

Select Browse.

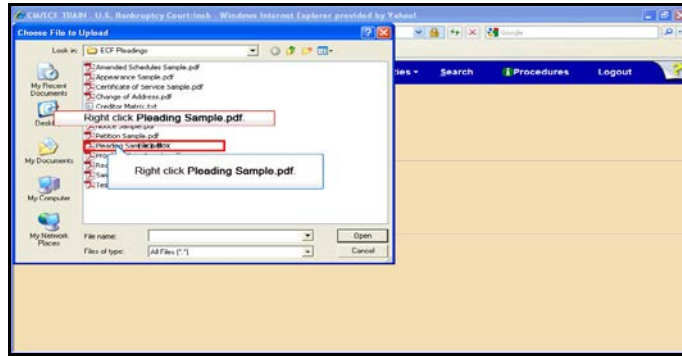


Slide 89

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

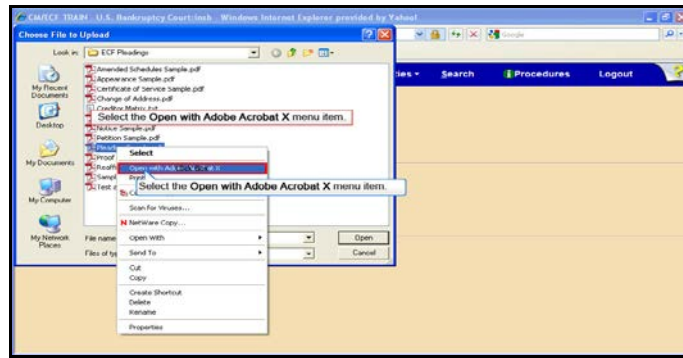
Click anywhere to proceed.



Slide 90

Text Captions: Right click Pleading Sample.pdf.

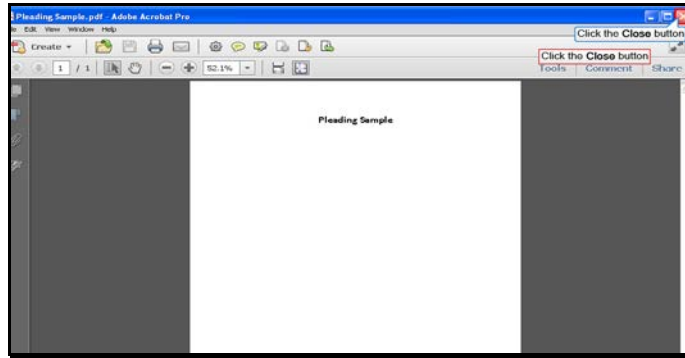
Right click Pleading Sample.pdf.



Slide 91

Text Captions: Select the Open with Adobe Acrobat X menu item.

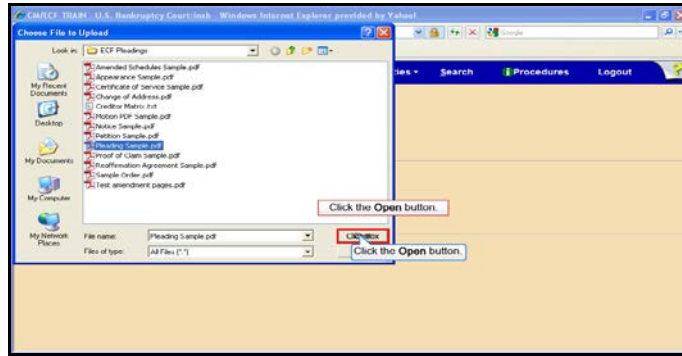
Select the Open with Adobe Acrobat X menu item.



Slide 92

Text Captions: Click the Close button

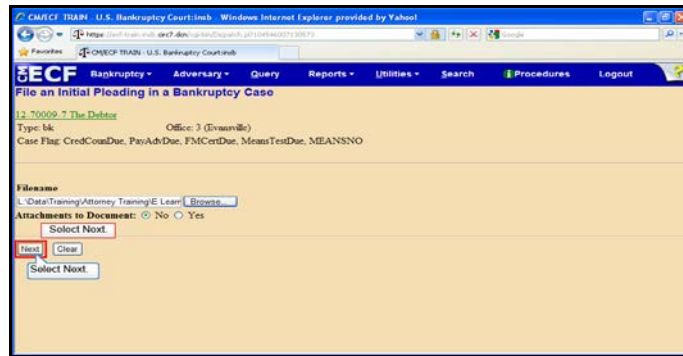
Click the Close button



Slide 93

Text Captions: Click the Open button.

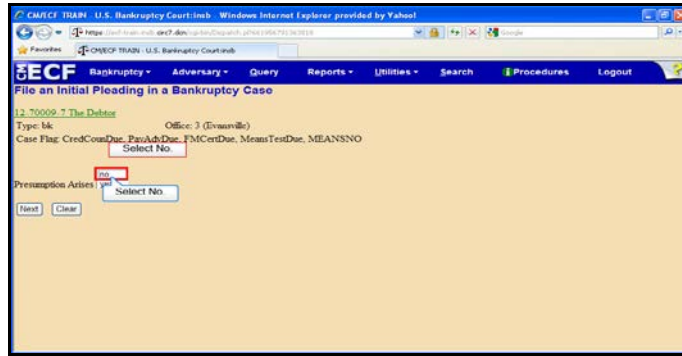
Click the Open button.



Slide 94

Text Captions: Select Next.

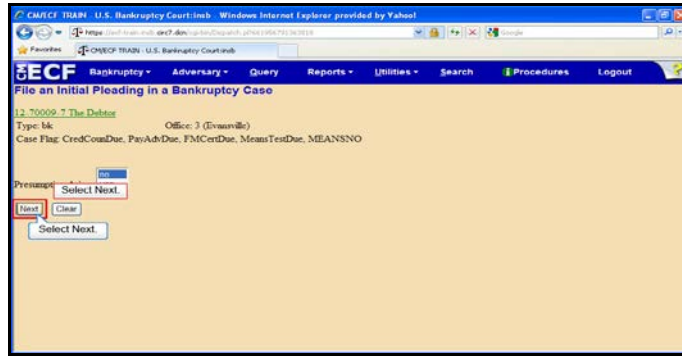
Select Next.



Slide 95

Text Captions: Select No.

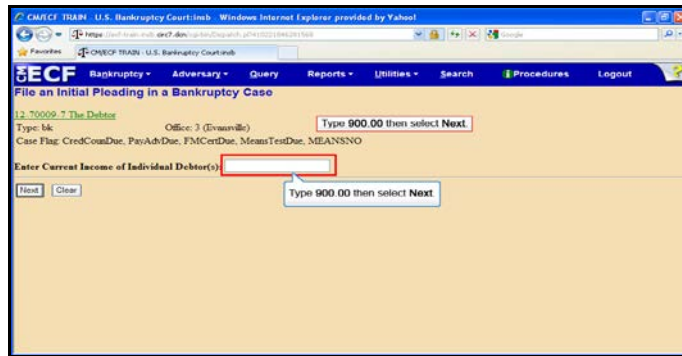
Select No.



Slide 96

Text Captions: Select Next.

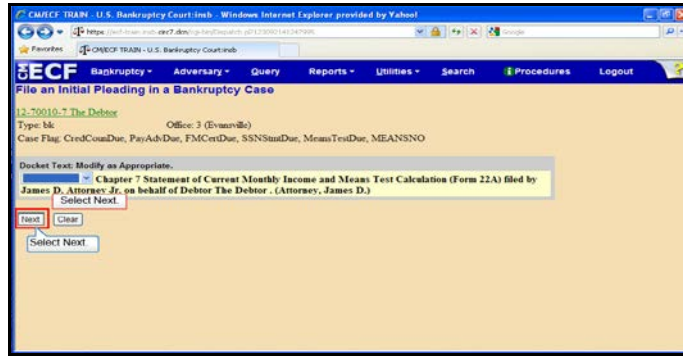
Select Next.



Slide 97

Text Captions: Type 900.00 then select Next.

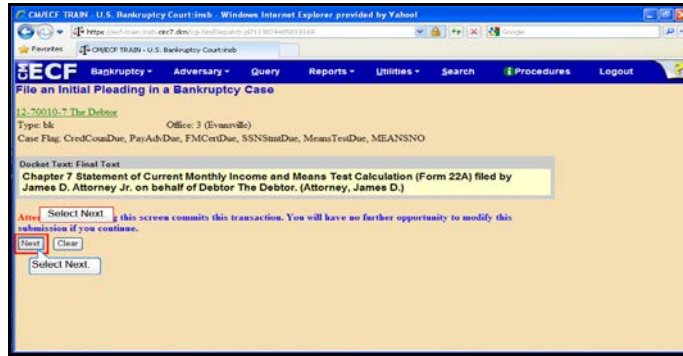
Type 900.00 then select Next.



Slide 98

Text Captions: Select Next.

Select Next.



Slide 99

Text Captions: Select Next.

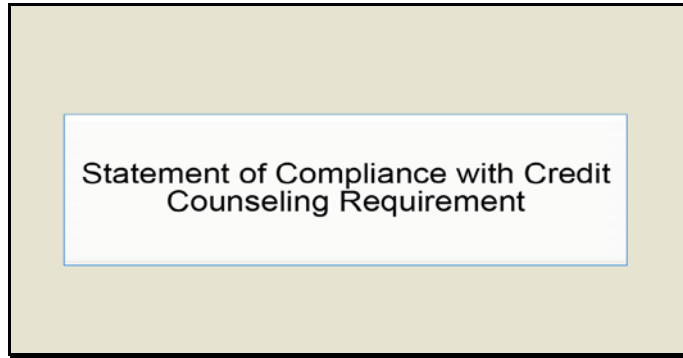
Select Next.



Slide 100

Text Captions: Click here to continue.

This is your
Electronic
Receipt



Slide 101

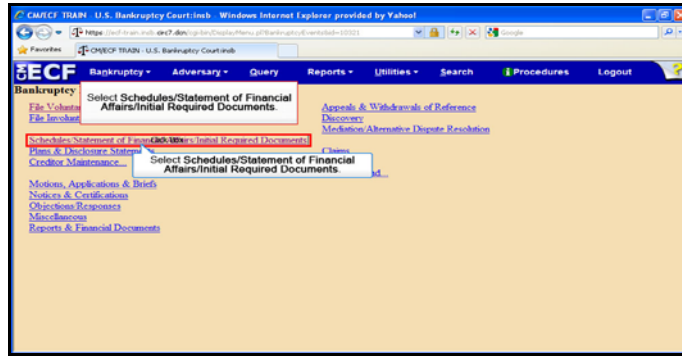
Text Captions: Statement of Compliance with Credit Counseling Requirement



Slide 102

Text Captions: Select Bankruptcy.

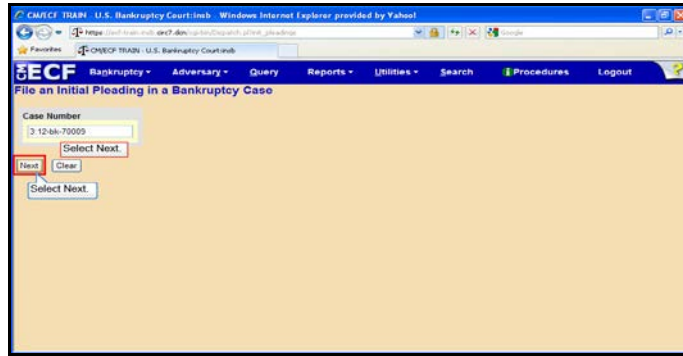
Select Bankruptcy.



Slide 103

Text Captions: Select Schedules/Statement of Financial Affairs/Initial Required Documents.

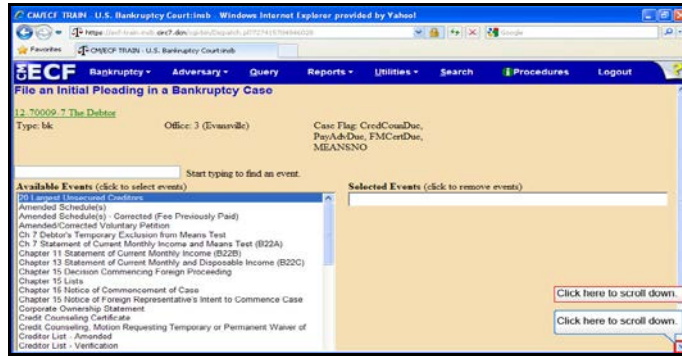
Select Schedules/Statement of Financial Affairs/Initial Required Documents.



Slide 104

Text Captions: Select Next.

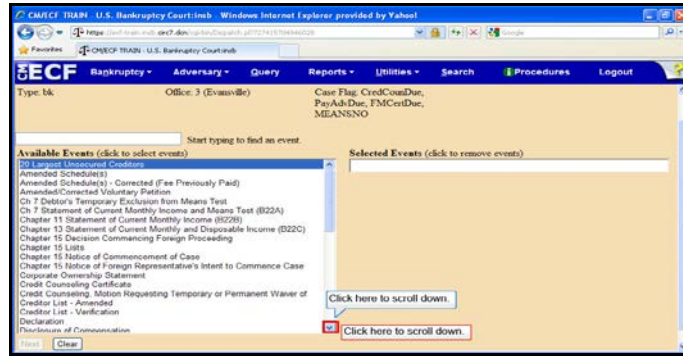
Select Next.



Slide 105

Text Captions: Click here to scroll down.

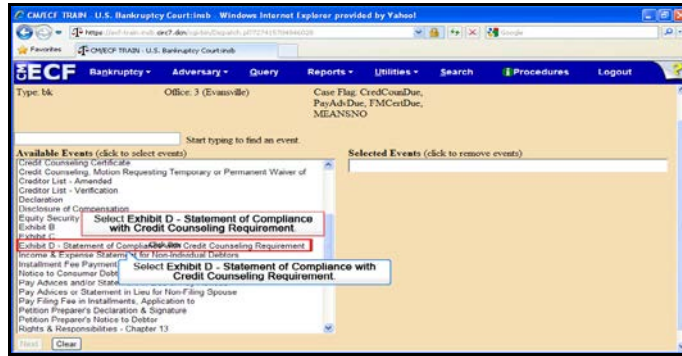
Click here to scroll down.



Slide 106

Text Captions: Click here to scroll down.

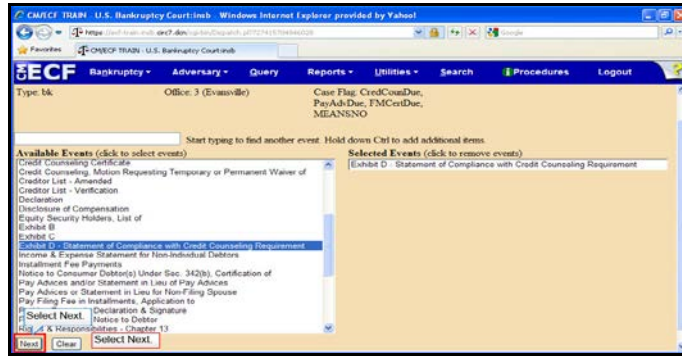
Click here to scroll down.



Slide 107

Text Captions: Select Exhibit D - Statement of Compliance with Credit Counseling Requirement.

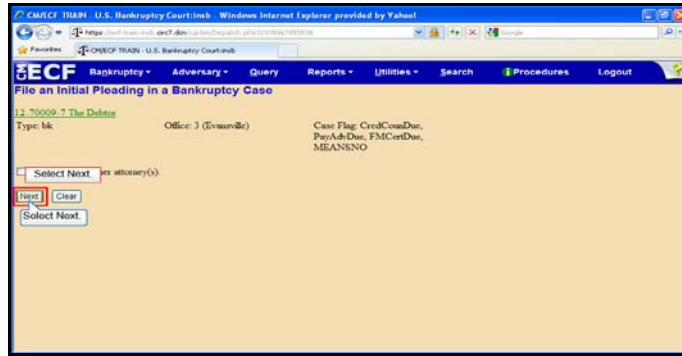
Select Exhibit D - Statement of Compliance with Credit Counseling Requirement.



Slide 108

Text Captions: Select Next.

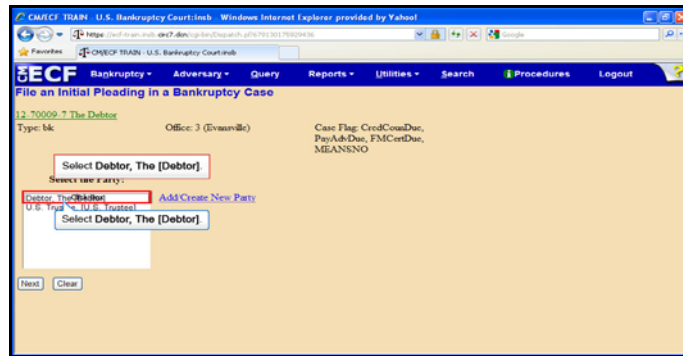
Select Next.



Slide 109

Text Captions: Select Next.

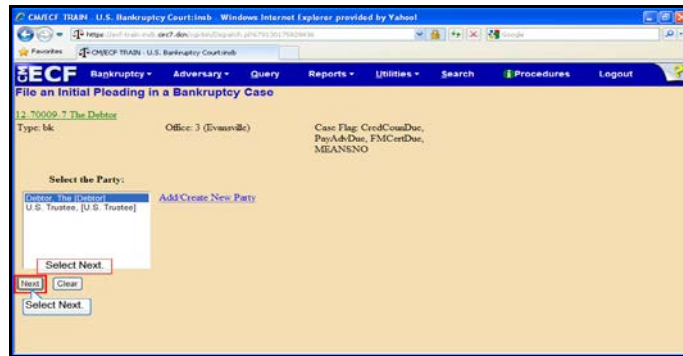
Select Next.



Slide 110

Text Captions: Select Debtor, The [Debtor].

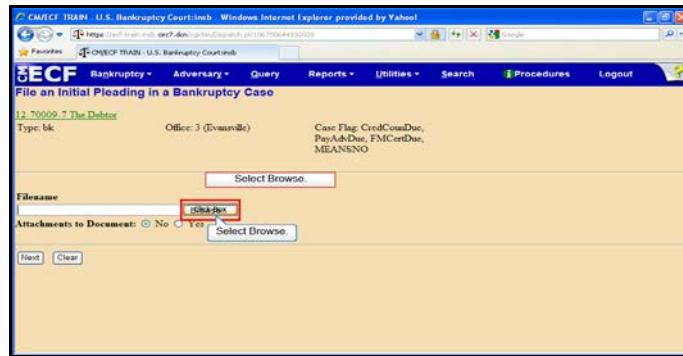
Select Debtor, The [Debtor].



Slide 111

Text Captions: Select Next.

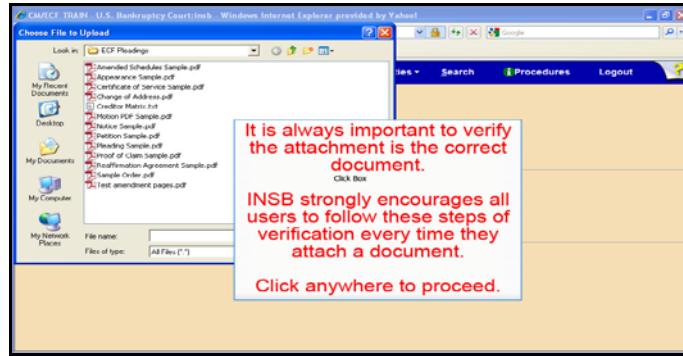
Select Next.



Slide 112

Text Captions: Select Browse.

Select Browse.

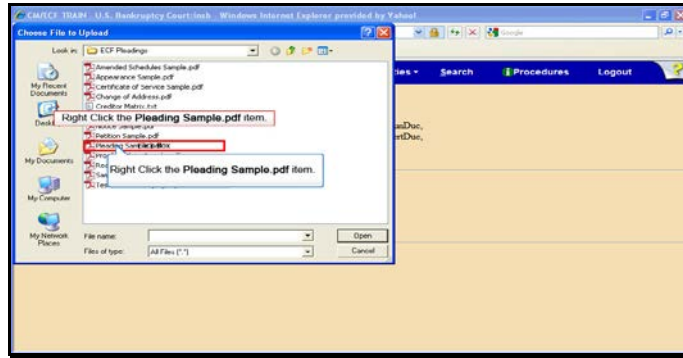


Slide 113

Text Captions: It is always important to verify the attachment is the correct document.

INSB strongly encourages all users to follow these steps of verification every time they attach a document.

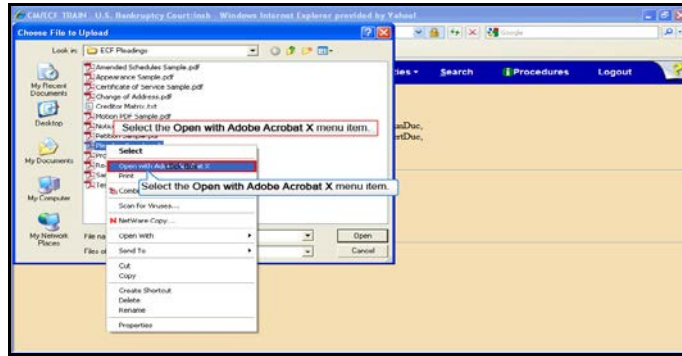
Click anywhere to proceed.



Slide 114

Text Captions: Right Click the Pleading Sample.pdf item.

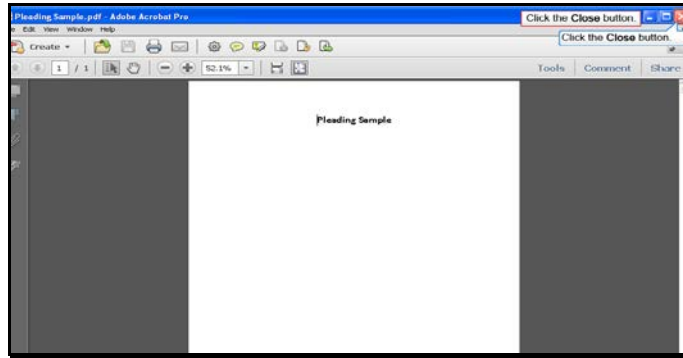
Right Click the Pleading Sample.pdf item.



Slide 115

Text Captions: Select the Open with Adobe Acrobat X menu item.

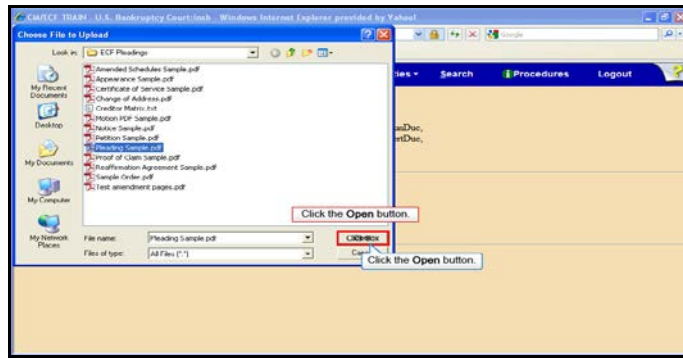
Select the Open with Adobe Acrobat X menu item.



Slide 116

Text Captions: Click the Close button.

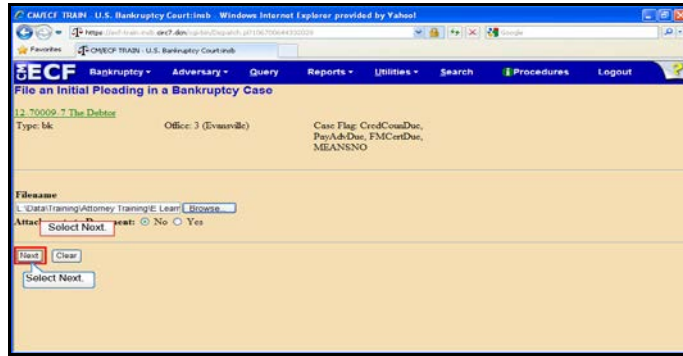
Click the Close button.



Slide 117

Text Captions: Click the Open button.

Click the Open button.



Slide 118

Text Captions: Select Next.

Select Next.



Slide 119

Text Captions: Select this option.

Select this option.



Slide 120

Text Captions: Select Next.

Select Next.



Slide 121

Text Captions: Select No.

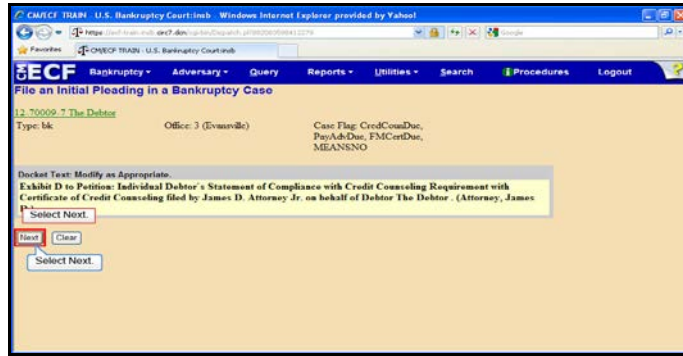
Select No.



Slide 122

Text Captions: Select Next.

Select Next.



Slide 123

Text Captions: Select Next.

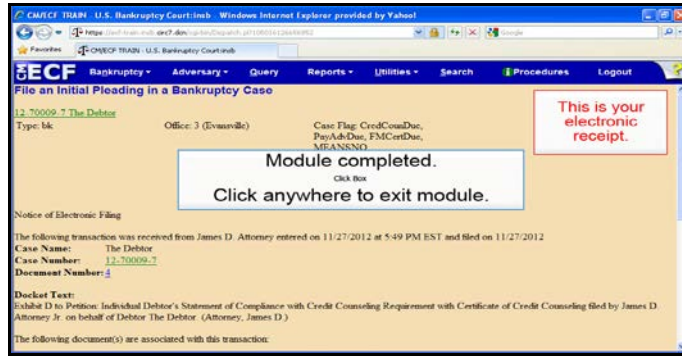
Select Next.



Slide 124

Text Captions: Select Next.

Select Next.



Slide 125

Text Captions: This is your electronic receipt.

Module completed.

Click anywhere to exit module.