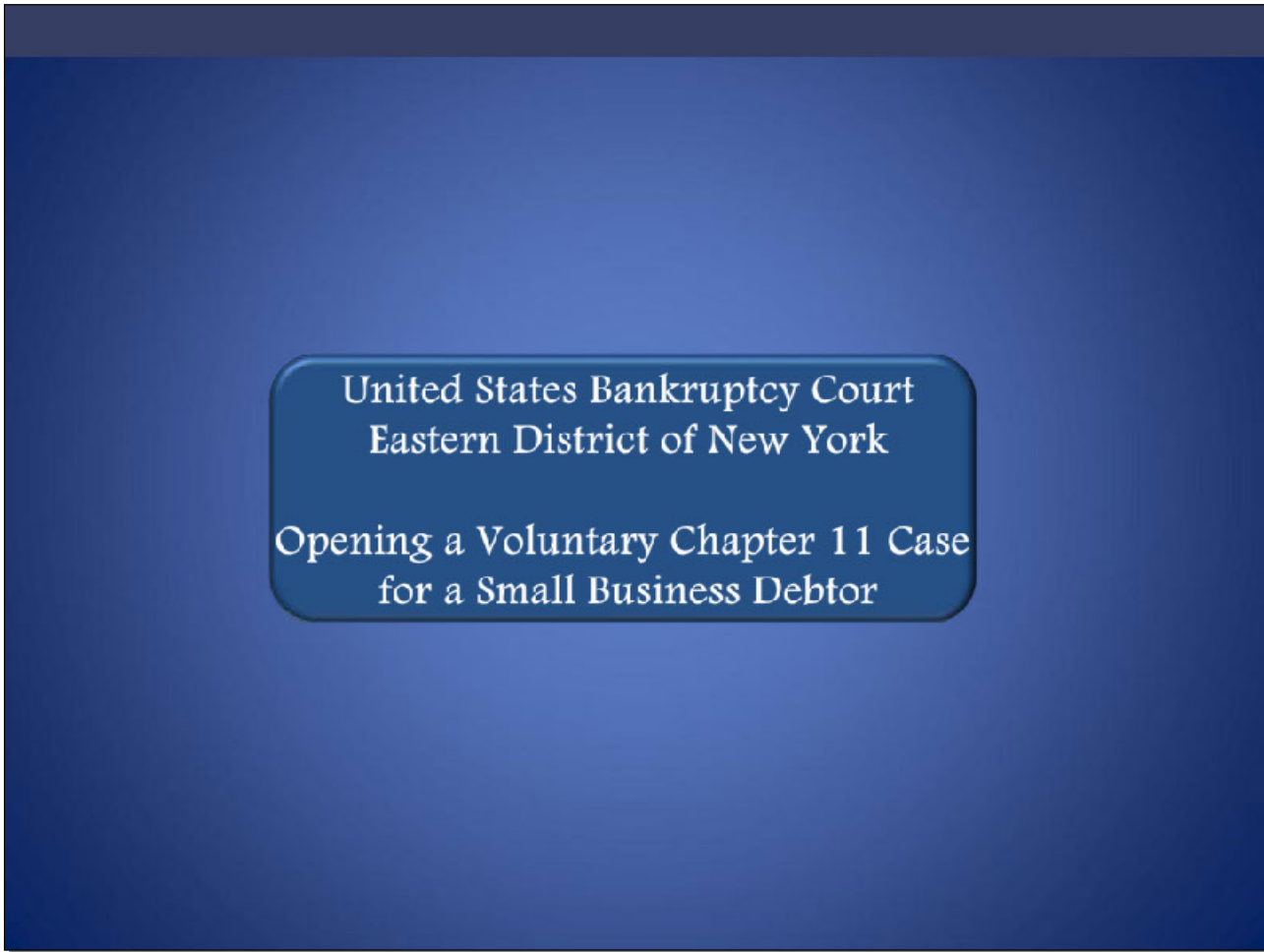


# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

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## Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Opening a Voluntary Chapter 11 Case for a Small Business Debtor.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor


## Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT  
**EASTERN DISTRICT OF NEW YORK**  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court


### Navigation Instructions

**Table of Contents:**


Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:


The arrow in the top left corner of the screen,  **Table of Contents**

Or


The TOC button in the Navigation bar. 


**Playback Controls:**

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

**Additional Information:**

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **START** when you are ready to begin.


**START**

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

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## Slide 3 - Objective

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court



# Objective

At the end of this lesson, you will be able to file a Voluntary Chapter 11 Petition for a small business debtor and Pay the Case Opening Filing Fee.

**CONTINUE**

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

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## Slide 4 – Form Changes

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court



As of December 1, 2015, most Official Bankruptcy Forms will be replaced with substantially revised, reformatted, and renumbered versions.

Also note that screens with a pink background in this presentation represent changes to the ECF system accommodating the December 1, 2015 form changes.

CONTINUE

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 5 - ECF Main Menu

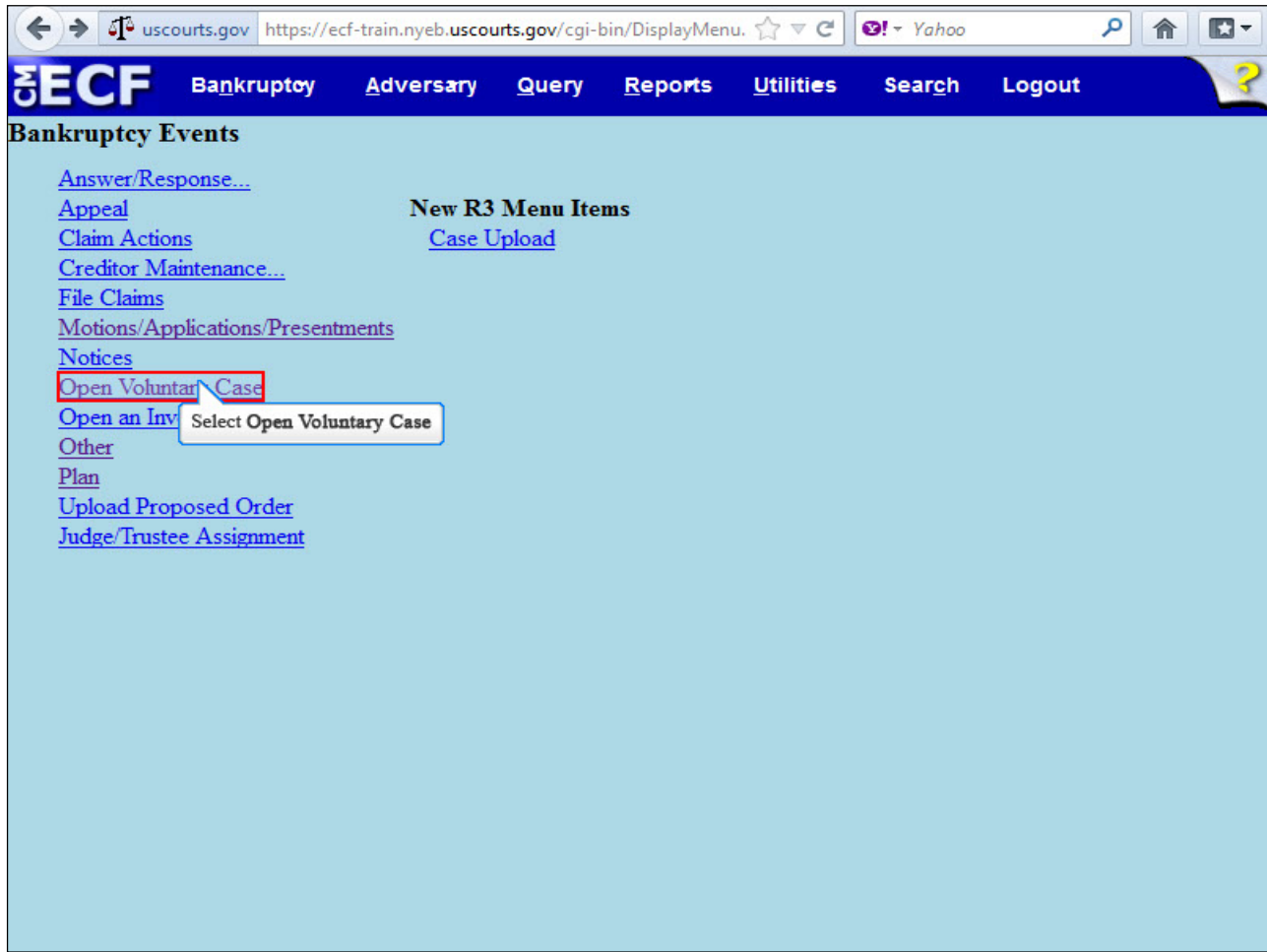


The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl>. The navigation bar includes links for **Bankruptcy**, Adversary, Query, Reports, Utilities, Search, and Logout. A tooltip for 'Bankruptcy' says 'Select Bankruptcy'. The main content area features the seal of the U.S. Bankruptcy Court Eastern District of New York, which depicts an eagle with a shield and a banner. Below the seal, the text reads: **U.S. Bankruptcy Court  
Eastern District of New York  
Official Court Electronic Document Filing System**. A blue note at the bottom states: **PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.** At the very bottom, a disclaimer reads: *This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 2571.*

After successfully logging in to CM/ECF, select **Bankruptcy**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 6 - Bankruptcy Events



The screenshot shows a web browser window displaying the ECF (Electronic Case Filing) system. The browser's address bar shows the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/DisplayMenu>. The page features a blue navigation bar with the ECF logo and several menu items: [Bankruptcy](#), [Adversary](#), [Query](#), [Reports](#), [Utilities](#), [Search](#), and [Logout](#). Below the navigation bar, the main content area is titled "Bankruptcy Events" and lists various options as blue underlined text links. The link "Open Voluntary Case" is highlighted with a red rectangular box. A tooltip is displayed over this link, containing the text "Select Open Voluntary Case". Other visible links include "Answer/Response...", "Appeal", "Claim Actions", "Creditor Maintenance...", "File Claims", "Motions/Applications/Presentments", "Notices", "Open an Inv...", "Other", "Plan", "Upload Proposed Order", and "Judge/Trustee Assignment". A "New R3 Menu Items" section is also present, containing the link "Case Upload".

From the list of **Bankruptcy Events**, select **Open Voluntary Case**.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 7 - Open Voluntary Bankruptcy Case

The screenshot shows the ECF system interface for opening a voluntary bankruptcy case. The browser address bar shows the URL: https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?O. The page title is "Open Voluntary Bankruptcy Case". The form includes the following fields and options:

- Office:** Central Islip (dropdown menu, callout: Select Central Islip)
- Case type:** bk
- Date filed:** 7/13/2012
- Chapter:** 11 (dropdown menu, callout: Select 11, highlighted with a red arrow)
- Joint Petition:** n (dropdown menu)
- Deficiencies:** n (dropdown menu)

**Note:** The Clerk's Office will mail a "Notice of Deficiency", if applicable. It is the responsibility of the Filer to satisfy the deficient documents pursuant to Bankruptcy and local rules.

Buttons: Next (highlighted with a callout: Select Next), Clear

The initial screen in the process of opening a new bankruptcy case displays. Office assignment is generally based on the Chapter 11 Debtor's county of residence or business. The **Office** field defaults to **Brooklyn**. For this lesson, select the drop down arrow to change the office to **Central Islip**.

The **Case type** field defaults to **bk** for bankruptcy and cannot be changed.

The **Date filed** field is hard coded and cannot be changed.

Select the drop down arrow next to **Chapter** and select **11**, for a Chapter 11 case.

The **Joint Petition** field defaults to **n** for no. When filing a case involving Joint Debtors, you must select the drop down arrow and change the option to **y** for yes. In this lesson we are filing for a business and not Joint Debtors, so you would leave the field at **n** for no.

The **Deficiencies** field defaults to **n** for no and should not be changed. The Clerk's Office mails a Notice of Deficiency when required documents are not filed with the Petition. It is the responsibility of the filer to satisfy the deficient document pursuant to LBR 1002-(1) c.

Select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 8 - Search for a Debtor

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?8>. The page title is "Open Voluntary Bankruptcy Case". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The search form is titled "Search for a debtor" and contains the following fields and buttons:

- SSN / ITIN:
- Tax ID / EIN:
- Last/Business name:
- First Name:
- Middle Name:
- Search:
- Clear:
- Select Search:

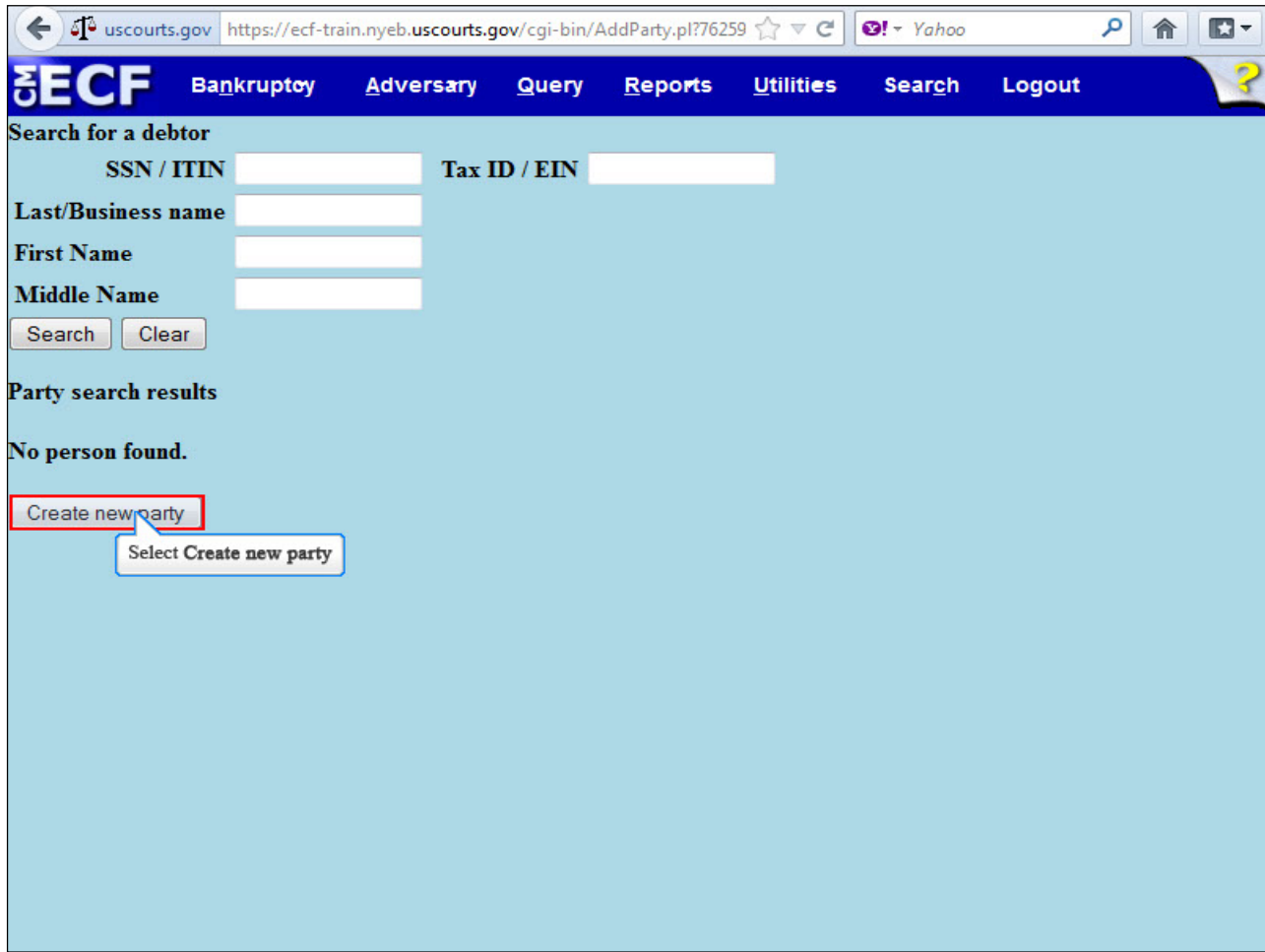
This screen is used to search for an existing debtor record within the Court's CM/ECF database. A search for prior records should be conducted to avoid creating duplicate profiles in the electronic database. You have the option to search by Social Security Number, Individual Taxpayer Identification Number, or Tax ID / EIN number, or by using the name fields. Here, we will search for the business name. Enter the name of the debtor business in the **Last/Business name** field, and select **Search**.

**TIP:** When entering a business name in the **Last/Business** name field, you may enter the first few letters to narrow or broaden the scope of the search.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 9 - Search for a Debtor Cont'd



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?76259>. The page header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Search for a debtor" and contains the following fields and buttons:

- SSN / ITIN:
- Tax ID / EIN:
- Last/Business name:
- First Name:
- Middle Name:
- Search:
- Clear:

Below the search fields, the text "Party search results" is displayed, followed by "No person found." A button labeled "Create new party" is highlighted with a red border. A tooltip with the text "Select Create new party" is positioned over the button.

When the **Party search results** displays **No person found**, as they do here, select **Create new party** to add debtor's profile. When the debtor is listed in the CM/ECF system, the name appears in the **Party search results**. Select the name if it is identical to the name on the petition. In this case, select **Create new party**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 10 - Debtor Information

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882 Yahoo

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

**Debtor Information**

Last name A&F Travel Corporation First name

Middle name Generation Title

SSN / ITIN 222-11-1234 Tax ID / EIN 11-2222222 11-2222222

Office Address 1 500 Main Street

Address 2 Address 3

City Central Islip State NY Zip 11722

County  Country

Phone  Select County Fax

E-mail

Party text

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

The information used on the previous **Search for a debtor** screen populates the **Debtor Information** screen to create a party of record in the CM/ECF database. As we are filing for a business and not an individual, you may disregard the **Middle name**, **Generation**, **Title**, and **SSN/ITIN** fields. The Debtor's complete **Tax ID/EIN** number should be typed in the format shown in the example next to the field. The **Office** field must remain blank. Enter the debtor's complete mailing address, using the **Address 2** and **Address 3** fields if needed. Keep in mind that the address entered in the **Debtor Information** screen will be the address used for noticing.

The **County** field, which contains the debtor's county of record, is a required field. Select the drop-down arrow to view a list of options, and scroll down until you see the debtor's county.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 10 cont'd - Debtor Information cont'd

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

**Debtor Information**

Last name	A&F Travel Corporation	First name	
Middle name		Generation	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222 11-2222222
Office		Address 1	500 Main Street
Address 2		Address 3	
City	Central Islip	State	NY
County		Zip	11722
Country		Country	
Phone		Fax	
E-mail			
Party text			

Alias... Co Submit Ce

corporate parents or affiliates Submit button.

Select SUFFOLK, provided the debtor operates in Suffolk County.

In our example we selected Suffolk County as the county that corresponds with the debtor's address of Central Islip, NY.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 10 - Debtor Information Cont'd

The screenshot shows the ECF system interface for adding a debtor. The browser address bar shows the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882>. The page title is "ECF" and the navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The "Debtor Information" form contains the following fields:

Last name	A&F Travel Corporation	First name			
Middle name		Generation		Title	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222		11-2222222
Office		Address 1	500 Main Street		
Address 2		Address 3			
City	Central Islip	State	NY	Zip	11722
County	SUFFOLK-NY (36103)	Country			
Phone		Fax			
E-mail					
Party text					

Buttons: Alias..., Corporate parent / affiliate..., Review..., Submit, Cancel, Clear. A tooltip for the Submit button says "Select Submit".

Text: Add all aliases and corporate parents or affiliates before clicking the Submit button.

If the **Country** is NOT the USA, enter the name of the country. **Phone**, **fax**, and **e-mail** fields are not required for debtors. **Party text** should be used only to further identify the type of corporation, for example, "A New York Corporation" or "Guardian of the State." **Party text** may also be used for extra-long names. The **Alias** button should be used to add other names the debtor has used in the last eight years. The **Review** button allows the filer to verify specific party types added to the case. The **Clear** button erases all information from the **Debtor Information** screen. The **Cancel** button takes the filer back to the **Search for a debtor** screen.

Review the information entered on the **Debtor Information** screen, and select **Submit** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 10 - Debtor Information Cont'd

The screenshot shows the ECF (Electronic Case Filing) system interface. The browser address bar displays the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882>. The page title is "Debtor Information". The form contains the following fields:

Last name	A&F Travel Corporation	First name			
Middle name		Generation		Title	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222	11-2222222	
Office		Address 1	500 Main Street		
Address 2		Address 3			
City	Central Islip	State	NY	Zip	11722
County	SUFFOLK-NY (36103)	Country		Tax	
Phone					
E-mail					
Party text					

A warning dialog box is displayed in the center of the screen with the text: "Warning: The First name is blank." The "OK" button in the dialog box is highlighted with a red rectangle, and a mouse cursor is hovering over it. A tooltip "Select OK" is visible below the "OK" button.

At the bottom of the form, there are several buttons: "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button states: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

Select **OK** to continue.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 10 - Debtor Information Cont'd

The screenshot shows the ECF (Electronic Case Filing) system interface. The browser address bar displays the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882>. The page title is "Debtor Information". The form contains the following fields:

Last name	A&F Travel Corporation	First name	
Middle name		Generation	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222 11-2222222
Office		Address 1	500 Main Street
Address 2		Address 2	
City	Central Islip	State	NY
County	SUFFOLK-NY (36103)	Zip	11722
Phone			
E-mail			
Party text			

A warning dialog box is displayed in the center of the screen with the text: "Warning: The SSN / ITIN is blank." The "OK" button in the dialog box is highlighted with a red rectangle. A tooltip "Select OK" is visible over the "OK" button.

At the bottom of the form, there are buttons for "Alias...", "Corporate parent / affiliate...", and "Review...". Below these buttons is a note: "Add all aliases and corporate parents or affiliates before clicking the Submit button." At the very bottom, there are buttons for "Submit", "Cancel", and "Clear".

Select **OK** to continue.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 11 - Statistical and Report Data (SARD)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10823

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

### Open Voluntary Bankruptcy Case

**Check all that apply for the Type of debtor below:**

**Prior filing within last 8 years** no ▾

**Fee status** Paid Select Paid  
Installment

**Nature of debt** Paid  
fee unpaid

**Asset notice** fee unpaid

**Estimated number of creditors** ▾

**Estimated assets** ▾

**Estimated liabilities** ▾

**Small business** ▾

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

Next Clear

This screen is known as the Statistical and Report Data (SARD) screen.

The field for **Prior filing within last 8 years** defaults to **no**. The drop down arrow should be selected to change the option to **yes** if the debtor previously filed bankruptcy within the last 8 years. We selected **no** as our option.

Select **Paid**, as you must pay the filing fee in full.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 12 - Statistical and Report Data (SARD) (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10823

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

### Open Voluntary Bankruptcy Case

**Check all that apply for the Type of debtor below:**

**Prior filing within last 8 years** no

**Fee status** Paid

**Nature of debt** business

**Asset notice** Yes

**Estimated number of creditors** 1 - 49

**Estimated assets** \$100,001 to \$500,000

**Estimated liabilities** \$100,001 to \$500,000

**Small business** y

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

Next Clear

Select **business** as the Nature of Debt.

The **Asset notice** field has three options: **No**, **Unknown**, and **Yes**, and the default entry in this field is controlled by the chapter you entered on the initial case opening screen. For a Chapter 11 case, the Asset notice field reads **Yes** and should not be changed.

The **Estimated number of creditors**, **Estimated assets**, and **Estimated liabilities** fields must be completed according to the information on the Petition.

Our debtor is a **Small business**, so select **y** for yes in the **Small business** field.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 13 - Statistical and Report Data (SARD)

Check all that apply for the Type of debtor below:

Prior filing within last 8 years	no	Type of debtor	<input type="radio"/> Individual
Fee status	Paid		<input checked="" type="radio"/> Corporation (includes LLC & LLP)
Nature of debt	business		<input type="radio"/> Partnership
Asset notice	Yes		<input type="radio"/> Other
Estimated number of creditors	1 - 49	Nature of business	<input type="radio"/> Health Care Business
Estimated assets	\$100,001 to \$500,000		<input type="radio"/> Single Asset Real Estate
Estimated liabilities	\$100,001 to \$500,000		<input type="radio"/> Railroad
Small business	y		<input type="radio"/> Stockbroker
			<input type="radio"/> Commodity Broker
			<input type="radio"/> Clearing Bank
			<input type="radio"/> None of the above

Next Clear

For **Type of debtor**, we will select **Corporation (includes LLC & LLP)**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 14 - Statistical and Report Data (SARD)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10823

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 1 - 49

Estimated assets: \$100,001 to \$500,000

Estimated liabilities: \$100,001 to \$500,000

Small business: y

Chapter 11 Non-individual

Type of debtor:

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business:

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

Special categories:

- Tax-Exempt Entity
- Investment Company
- Investment Advisor

NAICS code:

Next Clear

Once you have selected **Corporation (includes LLC & LLP)** as your **Type of debtor**, options for **Special categories** and **NAICS** (North American Industry Classification System) **code** will appear automatically. Before selecting those options, however, select your **Nature of business**, which in this case will be **None of the above**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 15 - Statistical and Report Data (SARD)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10823

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 1 - 49

Estimated assets: \$100,001 to \$500,000

Estimated liabilities: \$100,001 to \$500,000

Small business: y

Chapter 11 Non-individual

A plan is being filed with this petition

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports with the SEC

Debtor is a shell company

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

Special categories

Tax-Exempt Entity

Investment Company

Investment Advisor

NAICS code

Select the drop-down arrow beneath NAICS code

Next Clear

Select any of the **Special categories** if they apply to the debtor. Input your **NAICS code** in the corresponding box if you know the code, or select the drop-down arrow to see a list of all available codes.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 16 - Statistical and Report Data (SARD)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10823

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 1 - 49

Estimated assets: \$100,001 to \$500,000

Estimated liabilities: \$100,001 to \$500,000

Small business: y

Chapter 11 Non-individual

A plan is being filed with this petition

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports with the SEC

Debtor is a shell company

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

Special categories

Tax-Exempt Entity

Investment Company

Investment Advisor

NAICS code

Select your NAICS code

3145 (Other Textile Product Mills)

3151 (Apparel Knitting Mills)

3152 (Cut and Sew Apparel Manufacturing)

3159 (Apparel Accessories and Other Apparel Manufacturing)

3161 (Leather and Hide Tanning and Finishing)

3162 (Footwear Manufacturing)

3169 (Other Leather and Allied Product Manufacturing)

3211 (Sawmills and Wood Preservation)

3212 (Veneer, Plywood, and Engineered Wood Product Manufacturing)

Next Clear

Select your proper **NAICS** code.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 17 - Statistical and Report Data (SARD)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10823 Search

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

**Open Voluntary Bankruptcy Case**

**Check all that apply for the Type of debtor below:**

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 1 - 49

Estimated assets: \$100,001 to \$500,000

Estimated liabilities: \$100,001 to \$500,000

Small business: y

**Chapter 11 Non-individual**

- A plan is being filed with this petition
- Acceptances of the plan were solicited prepetition
- Debtor is required to file periodic reports with the SEC
- Debtor is a shell company

Select Next

Next Clear

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

**Special categories**

- Tax-Exempt Entity
- Investment Company
- Investment Advisor

**NAICS code**

3159 (Apparel Accessories and Other Apparel Manufacturing)

More options pertaining to a **Chapter 11 Non-Individual** case appear when you select **Corporation (includes LLC & LLP)** as the **Type of debtor**. In this instance, none of these options pertain to our case, so do not check any of the boxes.

The Statistical and Report Data screen is now complete. Select **Next** to continue

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 18 - Upload Petition

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?62514

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Filename  
 Browse...

Attachments to Document:  No  Yes  
Select Yes

Next Clear

On this screen, it is recommended that you select the radio button next to **Yes** prior to selecting **Browse...** if you know you will be uploading attachments to the main document, such as the Statement LR 1073-2(b) or the Disclosure of Compensation of Attorney for Debtor. Since there will be additional attachments in this lesson, select **Yes**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 19 - Upload Petition Cont'd

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?62514

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

Open Voluntary Bankruptcy Case

Filename

Browse...

Attachments to Document:  No  Yes Select Browse...

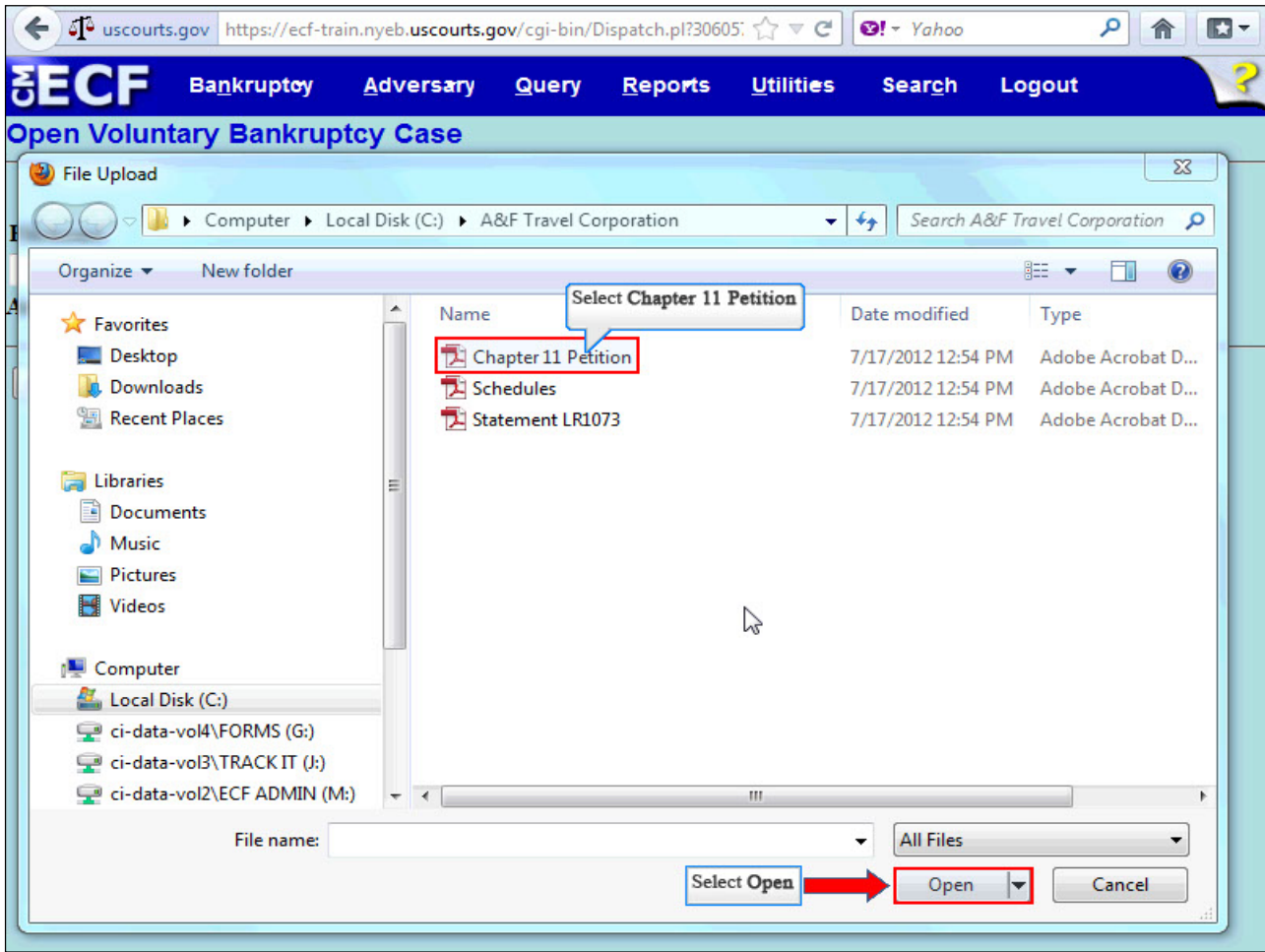
Next Clear

Select **Browse...** to upload the complete petition with schedules, statements and list of creditors in PDF format.

**TIP:** Unless you are filing a deficient (skeleton or bare bones) Petition, upload all Schedules, Statements and List of Creditors as one file. Do not upload these pages individually.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 20 - Upload Petition Cont'd



The **File Upload** screen appears. Select the **Chapter 11 Petition**. It is highly recommended that you first right click to open and view any file you are attaching to confirm that it is the correct document. Select **Open** to upload the Chapter 11 Petition.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 21 - Upload Petition Cont'd

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?30605>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Voluntary Bankruptcy Case".

The form contains the following fields and controls:

- Filename:** A text input field containing "C:\A&F Travel Corporation\Chapter 11 F" and a "Browse..." button.
- Attachments to Document:** Radio buttons for "No" and "Yes", with "Yes" selected.
- Next:** A button highlighted with a red box, with a tooltip that says "Select Next".
- Clear:** A button next to the Next button.

The complete filename displays in the **Filename** field. Since we indicated that we were going to add attachments, select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 22 - Additional Attachments

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10071: ☆ Yahoo

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

### Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**

Select Browse...

2) Fill in the fields below.

**Category** and/or **Description**

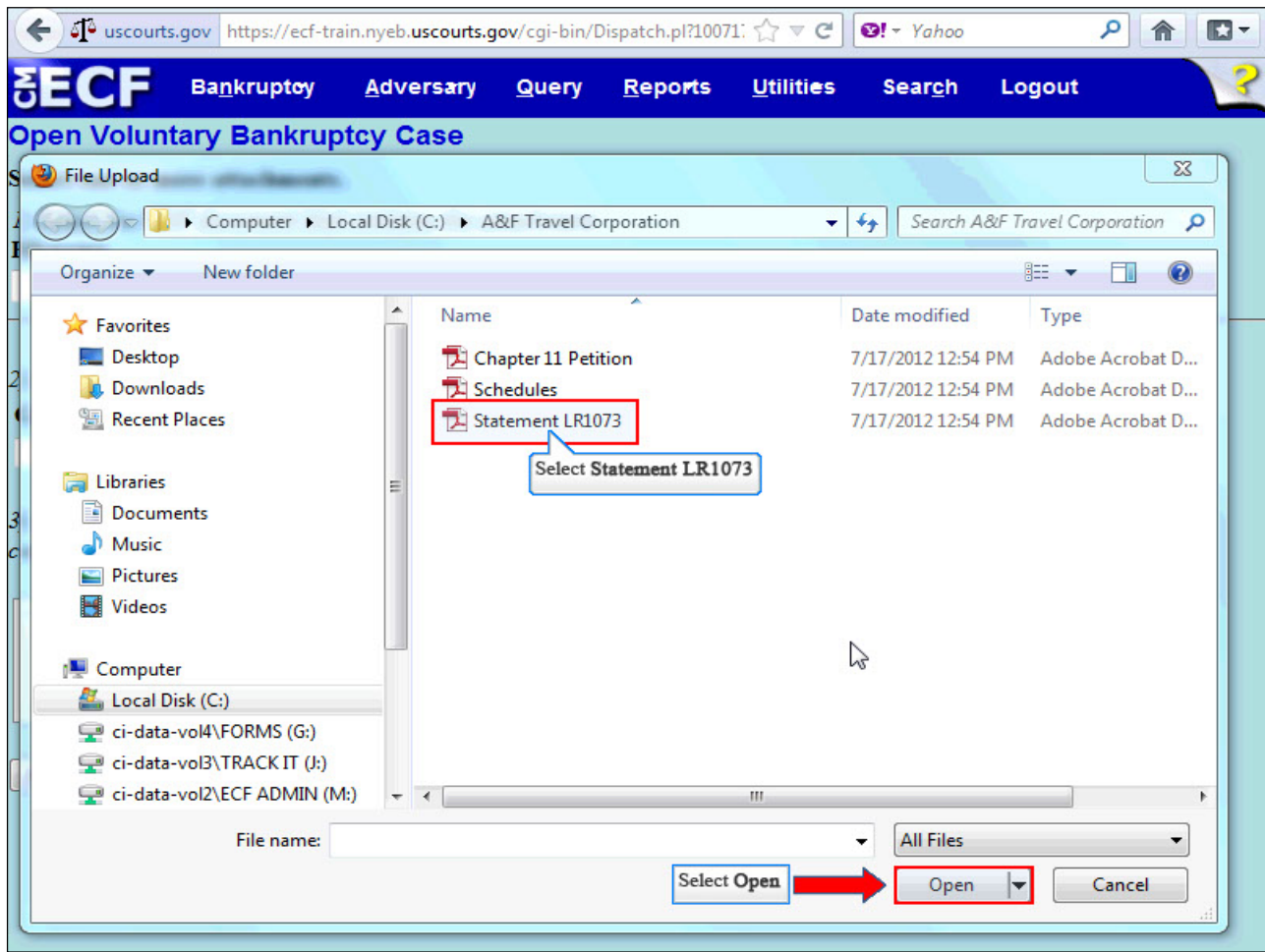
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Here, we will attach the Statement Pursuant to Local Rule 1073-2(b). Select **Browse...**



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 23 - Additional Attachments Cont'd



Select the **Statement LR1073**, and then select **Open** to upload the Statement LR1073.

**TIP:** It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 24 - Additional Attachments Cont'd

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?728061 Yahoo

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

### Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**  
C:\A&F Travel Corporation\Statement L

2) Fill in the fields below.

Category	and/or Description
<input type="text"/>	<input type="text"/>

Select Category

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The complete filename displays in the **Filename** field.

The next step in adding an attachment is to name it. Select the drop down arrow to view a list of categories.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 24 - Additional Attachments Cont'd

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?728061 Yahoo

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

### Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**  
C:\A&F Travel Corporation\Statement L

2) Fill in the fields below.

Category	and/or Description
<input type="text"/>	<input type="text"/>
Appendix	
List of 20 Largest Creditors	
<b>1073b Statement</b>	Select 1073b Statement
Verification of Creditor Matrix	
Adversary Cover Sheet	
Voluntary Petition	
Complaint	
Claim	
2017 Pre-Petition statement	
Chapter 13 Plan Summary	
Filed Stamped Page	
Exhibit	
Index	
Affidavit	
Revision	
Schedule	
Supplement	
Volume(s)	
Proposed Order	

box below. If you have more attachments, go back to Step 1. When the list of filenames is

A list of categories appears. Select **1073b Statement** from the **Category** list. If the category for your attachment is not listed in the Category list, you can enter a brief description in the **Description** field, or you may use this **Description** field to further describe a chosen **Category**, such as an **Exhibit**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 24 - Additional Attachments Cont'd

The screenshot shows the ECF (Electronic Case Filing) system interface. The browser address bar displays the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?72806>. The page title is "Open Voluntary Bankruptcy Case".

**Select one or more attachments.**

1) Select the PDF document that contains the attachment.

**Filename**

C:\A&F Travel Corporation\Statement L

2) Fill in the fields below.

**Category** and/or **Description**

1073b Statement

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Select **Add to List** to add the attachment to the Add to List box.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 24 - Additional Attachments Cont'd

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?50032f Yahoo

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

### Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**

2) Fill in the fields below.

**Category** and/or **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Statement LR1073.pdf

Select Next

If you have more attachments, select **Browse...** and repeat the process of adding additional attachments until all attachments are listed and properly identified. In this lesson, we have no more additional attachments. Select **Next** to continue.

**TIP:** Local Rule forms can be docketed separately as a single docket entry.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 25 - ProBono?

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?1: Yahoo

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

Open Voluntary Bankruptcy Case

Is this case being filed ProBono?

Yes No

Clear

Select No

**Is this case being filed ProBono?** In this example, it is not, so select **No**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 25 - ProBono? Cont'd

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?1: Yahoo

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

### Open Voluntary Bankruptcy Case

Is this case being filed ProBono?

No

Next Clear

Select Next

Select **Next** to continue.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 26 - Summary of Assets and Liabilities and Certain Statistical Information

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?71312 Search

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

### Open Voluntary Bankruptcy Case

#### Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>		
Schedule A/B - Total Personal Property	<input type="text"/>		
Schedule D - Total Secured Claims		<input type="text"/>	
Schedule E/F - Total Priority Unsecured Claims		<input type="text"/>	
Schedule E/F - Total Nonpriority Unsecured Claims		<input type="text"/>	
Schedule I - Monthly Income			<input type="text"/>
Schedule J - Monthly Expenses			<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)		<input type="text"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.		<input type="text"/>	

Next Clear **CONTINUE**

The **Summary of Assets and Liabilities and Certain Statistical Information** page appears. Select **Continue** to see how the white text boxes are to be completed.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 27 - Summary of Assets and Liabilities and Certain Statistical Information cont'd

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	0.00		
Schedule A/B - Total Personal Property	500000.00		
Schedule D - Total Secured Claims		250000.00	
Schedule E/F - Total Priority Unsecured Claims		250000.00	
Schedule E/F - Total Nonpriority Unsecured Claims		500000.00	
Schedule I - Monthly Income			
Schedule J - Monthly Expenses			
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)			
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or Total Unsecured Claims amount is not known.			

Select Next

Next Clear

In a Chapter 11 Small Business Case, filers are required to input totals from Schedules **A/B, D, and E/F**. Totals from Schedules **I and J, Current Monthly Income** from Form 122A-1, 122B or 122C-1, and the **Total Unsecured Claims Amount** are only required for individual debtors. Leave a field blank if you are not filing that schedule. We have entered the information required in these fields. Select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 28 - U.S. Trustee Information

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?92664 Search

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

### Open Voluntary Bankruptcy Case

Form B201: Debtor's aggregate non-contingent liquidated debts < \$2,490,925

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 23c: Monthly net income

**Next**

Select Next

This screen is used to collect data used by the Office of the United States Trustee. If the Debtor's aggregate non-contingent liquidated debts are less than \$2,490,925.00, place a check in the box. Otherwise, you may leave the fields on this screen blank, as information from Schedules C, I, and J are only required for individual debtors. Select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 29 - U.S. Trustee Information Cont'd

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?92664 Search

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

### Open Voluntary Bankruptcy Case

Form B201: Debtor's aggregate non-contingent liquidated debts < \$2,490,925

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 6: Subtotal of payroll deduction Debtor  Spouse

Schedule J line 23c: Monthly net income

Next Clear

Warning: you have not entered any data.

OK

Select Next

Select **OK** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 30 - Plan Due Date



https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatc Search

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

**Open Voluntary Bankruptcy Case**

Chapter 11 Plan - Small Business - due date: 05/9/2016

Next Clear

Select Next

This screen automatically generates a due date for the **Chapter 11 Plan** for a Small Business Debtor that is hard coded and cannot be changed. Select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 31 - Filing Fee

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?11788: ☆ Yahoo

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

### Open Voluntary Bankruptcy Case

Upon completion of this event, if the type of debtor is an individual, you must also docket the following as a separate event:

**Certificate of Credit Counseling**

The full filing fee must be paid by midnight of the day of filing.

Fee: \$ 1046

Next Clear

Select Next

Ignore the message concerning the Certificate of Credit Counseling, as it only applies to individual debtors.

The fee displayed is for a Chapter 11 filing and should not be changed. The current fee for a Chapter 11 case is \$1,717.00 and may be subject to changes by the Judicial Conference in the future (subsequent changes in fees may not be reflected in this presentation. See Fee Schedule).

Please be aware that the full filing fee must be paid by midnight of the day of filing.

Select **Next** to continue.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 32 – Filing Fee Cont'd

The screenshot shows a web browser window with the following elements:

- Address bar: [uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?8!](https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?8!)
- Navigation menu: [Bankruptcy](#), [Adversary](#), [Query](#), [Reports](#), [Utilities](#), [Search](#), [Logout](#)
- Page title: **Open Voluntary Bankruptcy Case**
- Form area: A light blue background with a **Next** button (highlighted with a red box), a **Clear** button, and a tooltip that says **Select Next**.

Select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 33 - Final Docket Text

https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?258308391117699

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

### Open Voluntary Bankruptcy Case

Docket Text: Final Text

**Chapter 11 Voluntary Petition Against a Non-Individual. Fee Amount \$1717 Filed by Simon Marcus on behalf of A&F Travel Corporation Chapter 11 Plan - Small Business - due by 05/9/2016. (Attachments: # (1) 1073b Statement) (Marcus, Simon)**

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

**Have you redacted?**

Select Next

Review the Final **Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

**Have you redacted?** This question refers to the filer's uploaded documents and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 34 - Summary of Current Charges

Date Incurred	Description	Amount
2012-07-18 14:46:39	Voluntary Petition (Chapter 11)(8-12-70063) [misc.volp11a] (1046.00)	\$1046.00
		<b>Total: \$1046.00</b>

Electronic document Stamp:  
[STAMP bkecfStamp ID=979333796 [Date=7/18/2012] [FileNumber=132090-1]

The **Summary of current charges** appears with the **Notice of Electronic Filing** in the background. If the **Summary of current charges** did not appear, go to the ECF menu bar and select **Utilities**, then select **Internet Payment Due** to make a payment. If you have more filings that require a fee, it is recommended that you select **Continue Filing**. For this lesson, select **Pay Now**.

**TIP:** If you select **Continue Filing**, the **Notice of Electronic Filing** will appear once you have filed the Petition and selected **Continue Filing**. If you select **Pay Now**, you will not be able to see the **Notice of Electronic Filing** on ECF, but will still receive it via e-mail.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 35 - Internet Payments Due

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

### Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2012-07-18 14:46:39	Voluntary Petition (Chapter 11)(8-12-70063) [misc,volp11a] (1046.00)	\$1046.00

Next Clear

Select Next

Select the check box

On the **Internet Payments Due** screen, the outstanding fee is displayed, along with a check box for the fee.

You can **Select all** to pay the fee, or place a check in the box next to the desired fee. For this lesson, we will place a check in the box to pay the fee incurred.

Select **Next** to continue.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 36 - Internet Payments Due Cont'd

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayment.pl?558082378>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Internet Payments Due".

Date Incurred	Description	Amount
2012-07-18 14:46:39	Voluntary Petition (Chapter 11)(8-12-70063) [misc,volp11a] (1046.00)	\$1046.00
		<b>Total: \$1046</b>

A "Pay Now" button is highlighted with a red box, and a tooltip "Select Pay Now" is visible over it.

Select **Pay Now** to open a panel that allows payment.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 37 - Debit Option

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/OCIServlet>. The page features a blue header for a "System Message" stating: "The system has populated the Payment Date with the next available payment date." Below this is the "Online Payment" section, which includes a "Return to your originating application" link and a "Step 1: Enter Payment Information" heading with a "1 | 2" indicator. The payment method is identified as "Option 1: Pay Via Bank Account (ACH)". The form contains several fields: "Account Holder Name" (Simon Marcus), "Payment Amount" (\$1,046.00), "Account Type" (Business Checking), "Routing Number" (04200424), "Account Number" (327912336), "Confirm Account Number" (327912336), and "Check Number" (1234). A visual representation of the ACH routing and account numbers is shown below the form fields. The "Payment Date" is set to 07/20/2012. At the bottom, there are three buttons: "Continue with ACH Payment" (highlighted with a red box and a red arrow), "Cancel", and a "Select Continue with ACH Payment" button. A note at the bottom of the page reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

Filers paying filing fees over the Internet have the option of paying fees either by credit card or by Bank Account Debit. The first option presented is having fees debited directly from your bank account through an Automated Clearing House debit.

If you were paying by the bank account debit option, you would enter the required information and select **Continue with ACH Payment**.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 38 - Debit Option Cont'd

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/payments/enterACHDebitPaymentInformation.ht>. The page title is "Online Payment" and the current step is "Step 2: Authorize Payment". A "Return to your originating application" link is visible in the top right. The "Payment Summary" section includes the following details: Account Holder Name: Simon Marcus; Payment Amount: \$1,046.00; Account Type: Business Checking; Routing Number: 042000424; Account Number: \*\*\*\*\*2336; Check Number: 1234; and Payment Date: 07/20/2012. An "Email Confirmation Receipt" section prompts for an email address, with "simon\_marcus@nyeb.uscourts.gov" entered in both the "Email Address" and "Confirm Email Address" fields. A "CC:" field is also present. The "Authorization and Disclosure" section contains a checkbox for "I agree to the authorization and disclosure language." which is checked, and a red asterisk next to it. A callout box points to this checkbox with the text "Select the check box to authorize payment". Below this is a scrollable area for the "Authorization and Disclosure--Consumers and Businesses" text, which explains that the transaction is handled on behalf of Federal agencies by "Pay.gov" and defines the terms "we", "us", and "You".

Review the payment summary for accuracy. Select **Edit this information** to make corrections. If you wish to cancel the transaction, select **Return to your originating application**. To receive confirmation upon completion of this transaction, you will have to provide an e-mail address. Read through the Authorization and Disclosure information and place a check in the box to authorize payment.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 39 - Debit Option Cont'd

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/payments/enterACHDebitPaymentInformation.ht>. The browser's address bar shows the Yahoo logo. The page title is "Confirm Email Address: simon\_marcus@nyeb.uscourts.gov". Below the title is a "CC:" field with a text input box and a note: "Separate multiple email addresses with a comma".

The main content area is titled "Authorization and Disclosure" and includes the following text:

**Required fields are indicated with a red asterisk \***

I agree to the authorization and disclosure language.  \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Buttons:

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Select **Submit Payment** to submit your ACH Debit transaction.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 40 - Credit Option

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or **Plastic Card (ex: VISA, Mastercard, American Express, Discover)**

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name: Simon Marcus \*

Payment Amount: \$1,046.00

Account Type: \*

Routing Number: \*

Account Number: \*

Confirm Account Number: \*

Check Number:

Routing Number Account Number Check Number

⑈0 26 946 783⑈ 9 243 76 73 90 ⑈ 1 234 ⑈

Payment Date: 07/20/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

If you were instead paying by the credit card option, you would NOT enter the debit information on the first fee payment screen. Instead, you would select the **Plastic Card** option.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 41 - Credit Option Cont'd

Payment Date: 07/20/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$1,046.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:  \*

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select **Continue with Plastic Card Payment**

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

This second payment option is for those using a credit card. To make a payment with a credit card, you will be required to enter your credit card information, which we have already entered on this screen. Once you have entered the required information, select **Continue with Plastic Card Payment**.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 42 - Credit Option Cont'd

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.h>. The page title is "Online Payment" and it is at "Step 2: Authorize Payment".

**Payment Summary** (1 | 2)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Simon Marcus <b>Billing Address:</b> 290 Federal Plaza <b>Billing Address 2:</b> <b>City:</b> Central Islip <b>State / Province:</b> NY <b>Zip / Postal Code:</b> 11722 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$1,046.00 <b>Transaction Date:</b> 07/18/2012 15:39 and Time: EDT

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Confirm Email Address:**

**CC:**


Separate multiple email addresses with a comma

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.



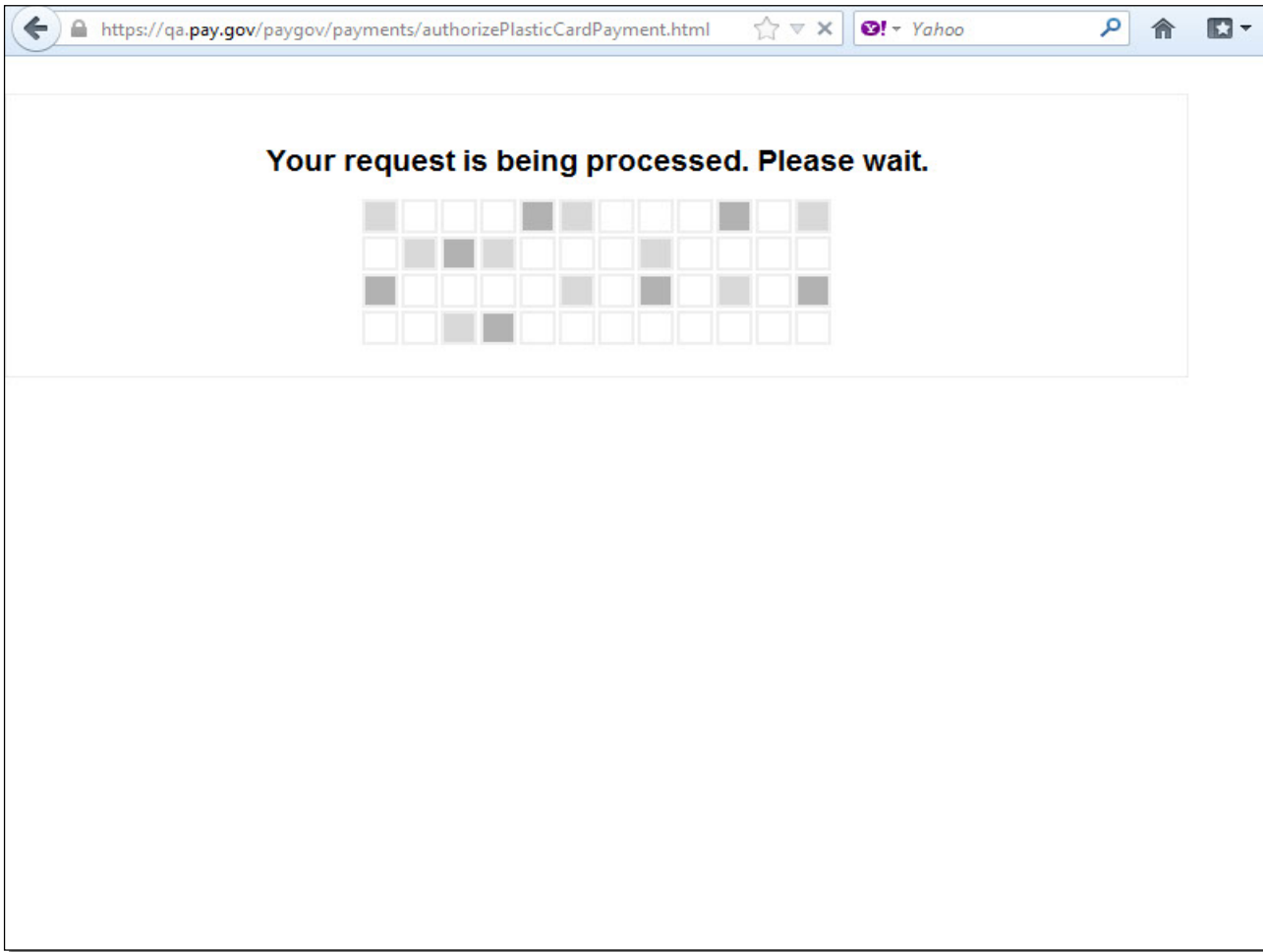
**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Review the Payment summary for accuracy. Select **Edit this information** to make corrections. If you wish to cancel the transaction, select **Return to your originating application**. To receive confirmation upon completion of this transaction, you will have to provide an email address. Place a check in the box to authorize the charge to the credit card, and select **Submit Payment** to submit your transaction.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 43 – Request Being Processed

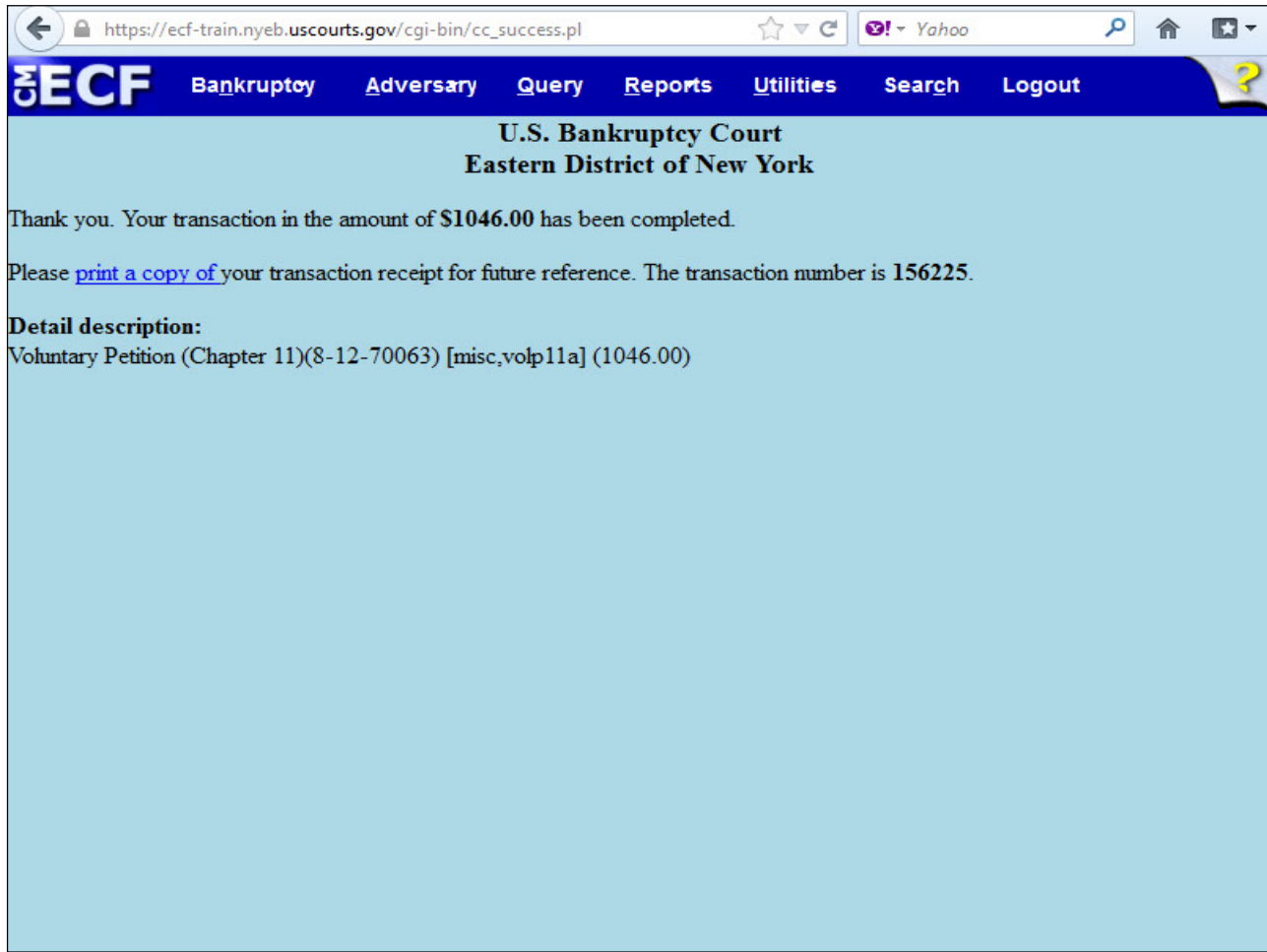


While the request is being processed, please wait. Navigating away from this page may lead to incomplete data being transmitted and pages being loaded incorrectly.



# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

## Slide 44 - Transaction Receipt



This receipt provides the amount paid, a transaction number for your records, and a detailed description of the documents filed that incurred a fee. This description also includes your case number, which you will need to make future filings on the case. You may print a copy of your transaction receipt for future reference.

**TIP:** You will receive this receipt whether you pay the fee by debit or by credit.

# Opening a Voluntary Chapter 11 Case for a Small Business Debtor

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## Slide 45 - Summary

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on Opening a Voluntary Chapter 11 Case for a small business debtor. You should now be able to file a Voluntary Chapter 11 Petition for a small business debtor and Pay the Case Opening Filing Fee.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.