

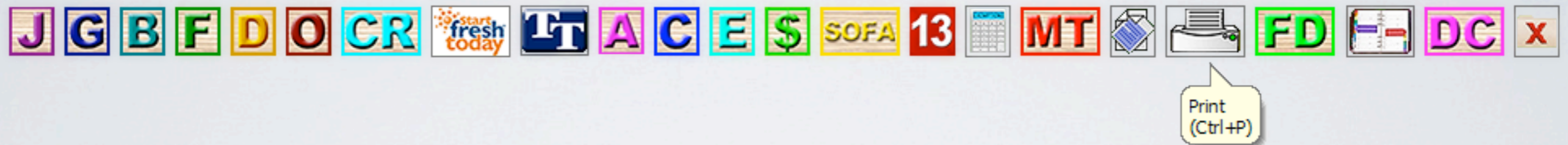
ECF AND BANKRUPTCYPRO

# ECF AND BANKRUPTCYPRO

Case Summary			
✓ <b>J</b>	<b>Jurisdiction</b> WESTERN DISTRICT OF TEXAS SAN ANTONIO DIVISION		
✓ <b>G</b>	<b>General Information</b> Debtor: A. Bald Eagle Address: 1234 Aerie Way Spouse: Harp E. Eagle San Antonio, TX 78201 Type of Debtor: Joint Date Filed: 07/24/2012 Chapter: 13 Business?: No Default Judge/Trustees Trustee: Not Assigned Judge: Not Assigned Set Defaults Use Defaults U.S. Trustee: Not Assigned Atty: Legal Eagle		
✓ <b>F</b>	<b>Attorney Fees</b>	Paid: \$100.00 Owed: \$0.00 In Plan: \$1,400.00 Total: \$1,500.00	
✓ <b>B</b>	<b>Prior/Pending Bankruptcies</b>	Prior: None Pending: None	✓ <b>D</b> <b>Dependents</b> Number: 2
✓ <b>O</b>	<b>Occupation</b>	Debtor: Entered Spouse: Entered Pay Order: Yes	
✓ <b>A</b>	<b>Assets</b>	Total Items: 12 Real Property (Sch. A): 1 Pers. Property (Sch. B): 11 \$118,910.00 \$80,000.00 \$38,910.00	
✓ <b>C</b>	<b>Creditors</b>	Total: 32 Secured (Sch. D): 3 Priority (Sch. E): 2 Unsec. (Sch. F): 27 \$304,111.00 \$205,000.00 \$2,437.00 \$96,674.00	
✓ <b>E</b>	<b>Exec. Contracts (Sch. G)</b>	Items: None	✓ <b>S</b> <b>Income/Budget</b> Income (Sch. I) \$17,641.33 Budget (Sch. J) \$3,728.00 Disposable \$13,913.33
✓ <b>SOFA</b>	<b>Statement of Financial Affairs</b>	No. of Questions Answered: 4	
✓ <b>Ex</b>	<b>Exemptions</b>	Current	✓ <b>13</b> <b>Plan</b> Current
✓ <b>MT</b>	<b>Means Test</b>	Commitment period: 3 years / Disposable Income: Not determined	<input type="button" value="Print Summary"/> <input checked="" type="checkbox"/> Mask SSNs

When you are ready to file your case electronically, its a good idea to check the case summary to make sure BankruptcyPRO has everything up-to-date. The green check marks will indicate that you have addressed the schedule or populated the form. A red **X** may indicate a problem detected with the form of information that may be blank.

# ECF AND BANKRUPTCYPRO



Choose the print icon to begin your filing.

# ECF AND BANKRUPTCYPRO

Preview / Print Hard Copies

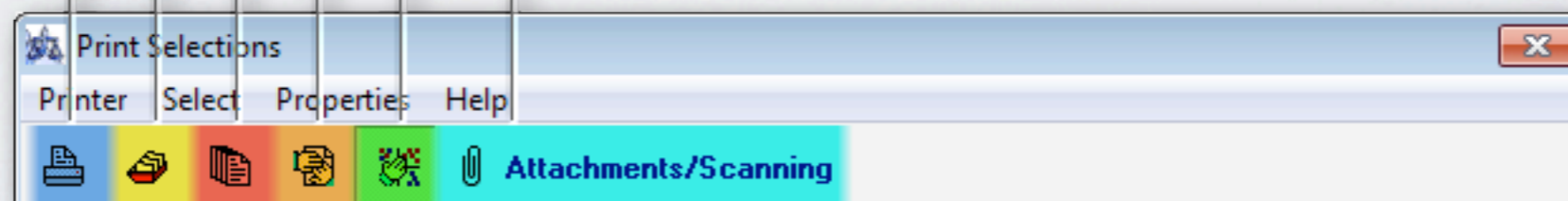
Select typical items

Select all

Unselect all

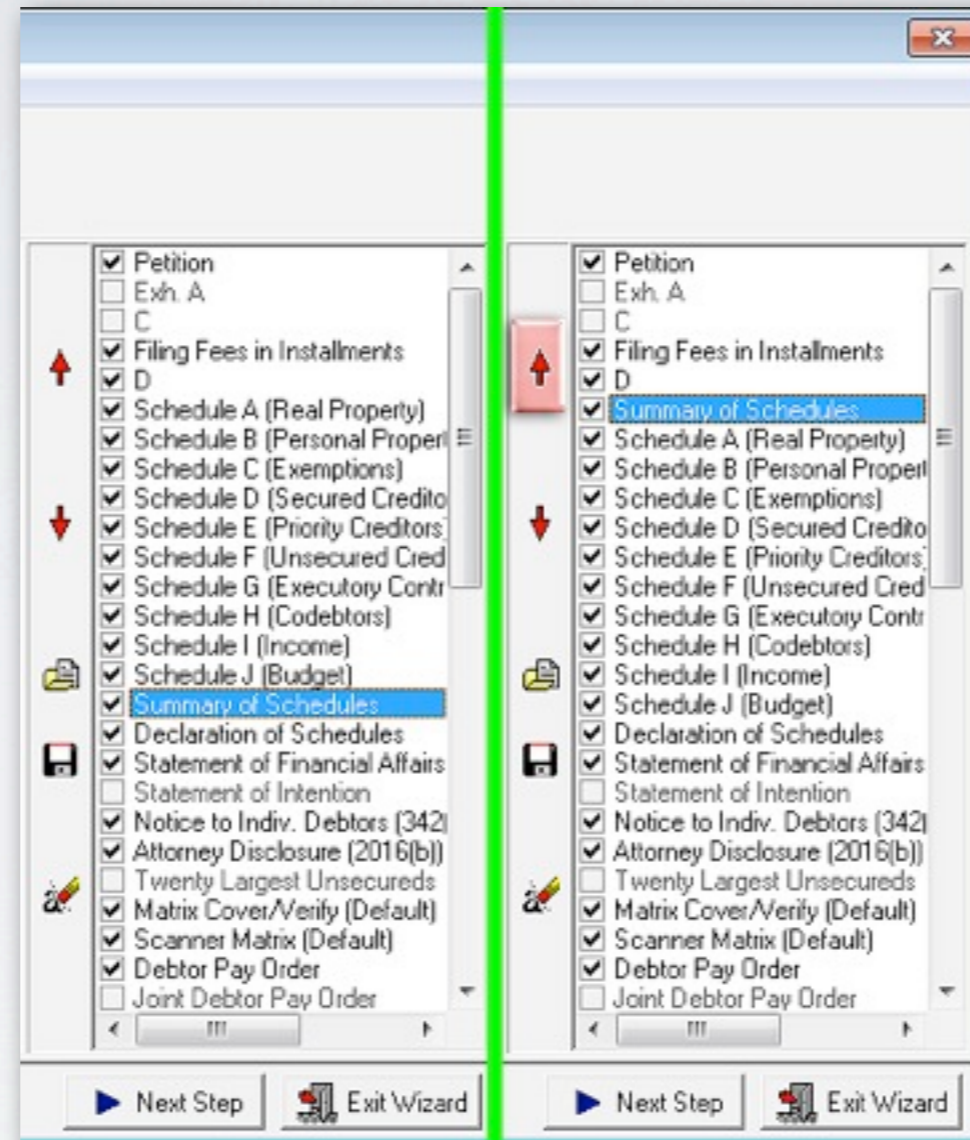
Change order (box on right)

Add attachments / scanned images



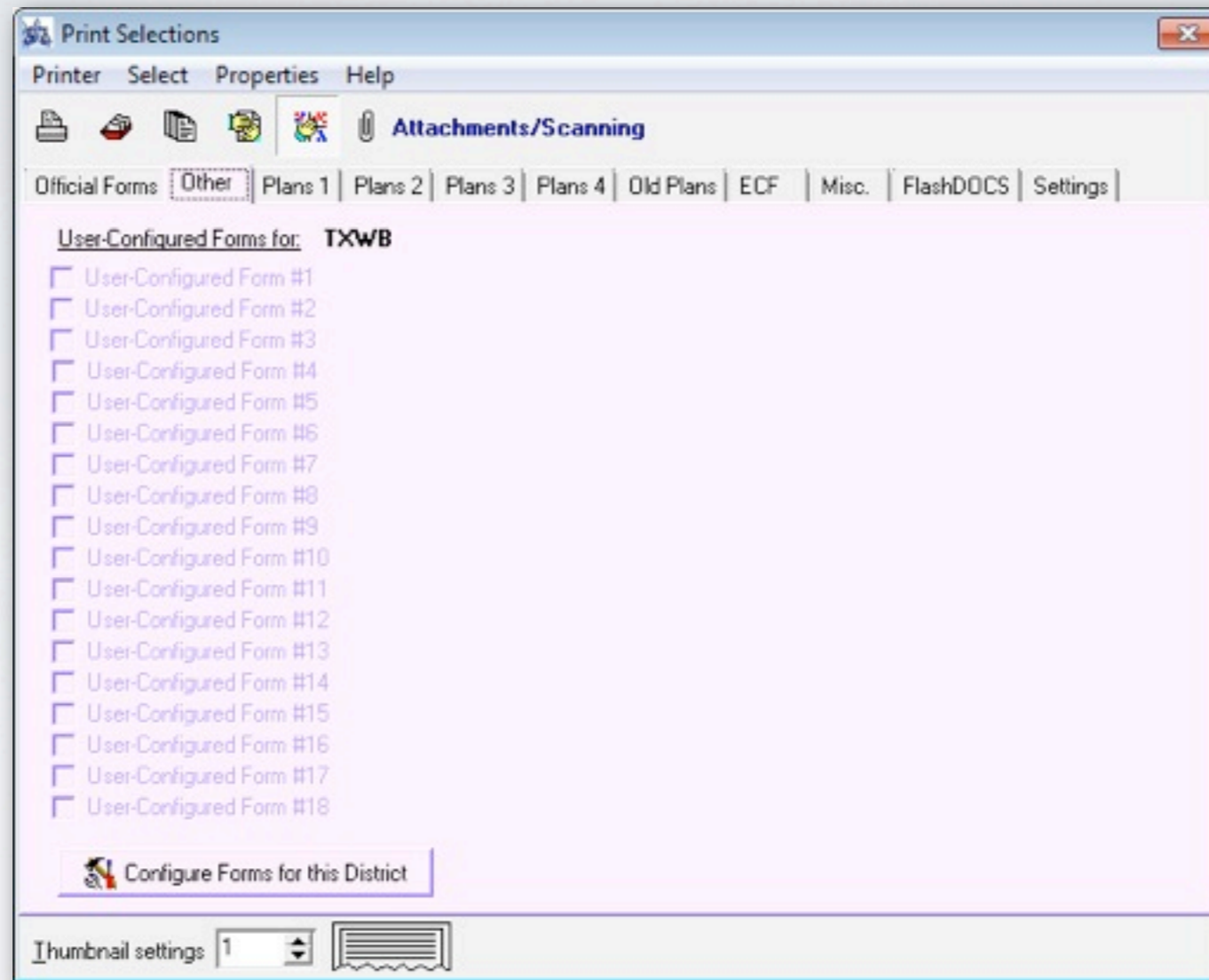
An overview of the icons on the print selections window.

# USING THE PRINT ORDER BOX



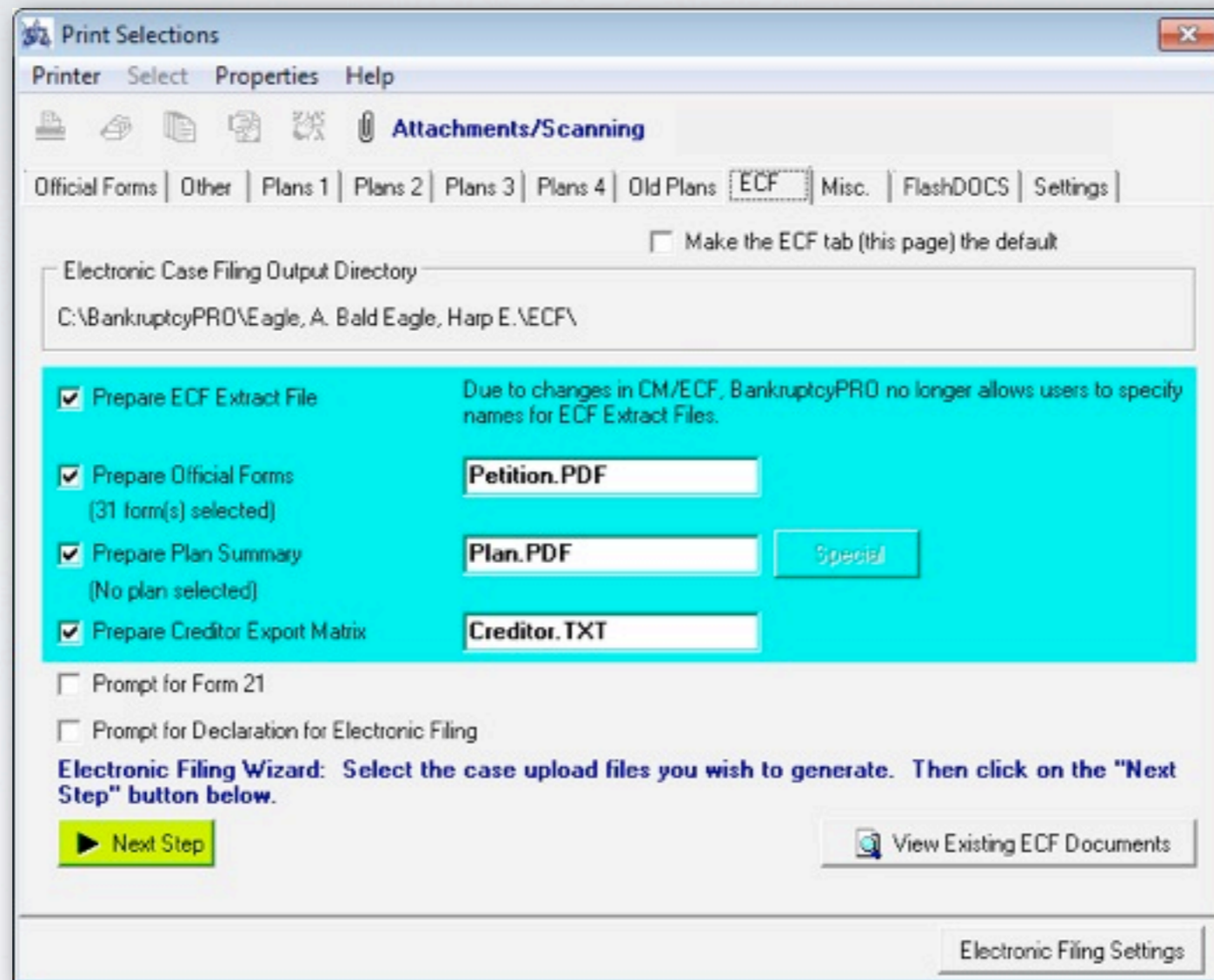
You can use the print order box to change the order in which the schedules print by using the arrow buttons or by clicking the form and dragging.

# FILING A CASE/PETITION



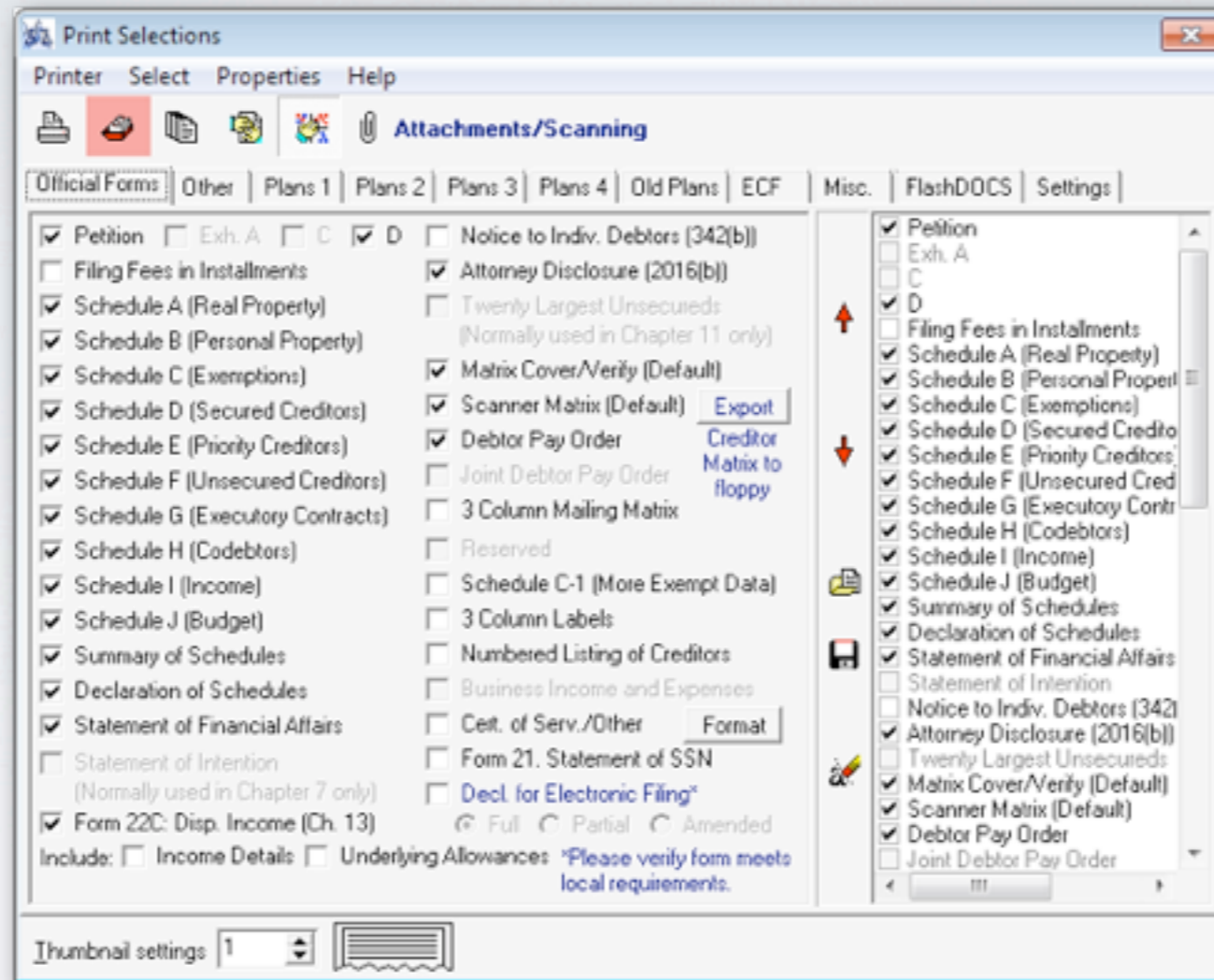
The Other tab is where you can insert your own local forms or exhibits into the petition document and bundle them into your PDF file. Please feel free to call for assistance with this.

# ECF AND BANKRUPTCYPRO



Select the items as shown. In a Chapter 7, the Plan Summary selection will be greyed out. Click **Next Step**. Note: the ECF Extract File is required when filing the case automatically for the first time. When filing amendments or supplemental schedules you would uncheck this item.

# ECF AND BANKRUPTCYPRO



Select the forms you wish to include in your Petition.PDF document. The red rolodex button checks the boxes for the typical selection of forms to include. Click “Next Step.” Note: All the checkboxes you include on this dialog will be created as one PDF file. If you need to file a particular schedule as a separate PDF document then do not select the checkbox at this time. **If filing electronically, make sure you do not include the Form 21 Statement of Social Security Number at this time.**



# ECF AND BANKRUPTCYPRO

Print Selections

Printer Select Properties Help

Attachments/Scanning

Plans 1 | Plans 2 | Plans 3 | Plans 4 | Old Plans

**Southern District of Texas**

- Southern District of Texas Plan (06/11/2012) **New!**
- Southern District of Texas Plan (12/15/2011) **Old!**
- Southern District of Texas Plan Cover Sheet (05/18/2006) **Can be used with either plan**
- Corpus Christi, Brownsville, McAllen Divisions Plan (10/17/05)

**Northern District of Texas**

- Northern District of Texas Plan (5/25/06)
- Northern District of Texas Plan (O'Cheskey) (12/15/07)
- Northern District of Texas Plan (Wilson) (7/6/06)
- Authorization for Adequate Protection Disbursements (11/2005)
- Form 22C (Don't Skip Sections Option: ON)

**Eastern District of Texas**

- Eastern District of Texas Plan (Stadtmueller) (1/18/06)
- Eastern District of Texas Plan (Countryman) (1/18/06)
- Eastern District of Texas Confirmation Order (1/18/06)

**Western District of Texas**

- San Antonio Plan (Nov. 2005)
- Austin Plan Summary (Revised 10/09) **New!**
- Austin Plan Summary (Revised 11/08) **Old!**
- El Paso/Waco Plan Summary (Form 11/7/05)
- Midland/Odessa Plan (Nov. 2005)

**Note: Previous versions of the plans on this page, if available, can be found on the Old Plans tab.**

**Options for All Plans**

- Include Certificate of Service with plan
- Include Required Notifications in Certificate of Service
- Date of Service:
- Cert. of Serv./Other
- Include Pro Forma with plan
- Include Schedules I and J with plan

**Electronic Filing Wizard: Select the plan summary you wish to include in the upload package. Then click on the "Next Step" button.**

If you are filing a Plan with your Chapter 13 case, you will see the Plan tabs. Select your plan.

# ECF AND BANKRUPTCYPRO

Print Selected Documents  
Print | Summary of Schedules | Amended | Misc. #1 | Misc. #2 | Privacy Options |  
Printer  
Name: Internal PDF Print Engine  
 Electronic Filing  PDF/A Compliance Required Change  
Options  
 Print "Draft" on reports  
 Print date and time on each page  
 Print date on signature pages Date: 10/5/2012  
 Print "/s/" followed by name  
Defaults  
ECF Print  
Date:    
Print "/s/":    
Alternate signatures pursuant to Fed. R. Bankr. P. 1004.1, Petition for an Infant or Incompetent Person.  
Enter conformed signature text to print (e.g., John Q. Doe, Legal Guardian for Debtor) in the box for the appropriate debtor. Leave the box blank if Fed. R. Bankr. P. 1004.1 does not apply.  
Debtor:  Joint Debtor:   
 Attorney will sign Exhibit B on Petition (Primarily Consumer Debts)  
 Disable shading on printed forms  
To leave the Estimates Checkboxes (on Petition) blank, uncheck both of the following; otherwise, check the option you need.  
 Auto-Print Checkmarks on Petition Estimates (e.g., Estimated Assets)  
 Prompt for Checkmarks on Petition Estimates before printing  
Print Preview Prepare Documents for Electronic Filing Cancel

Select “print date on signature pages” and “print ‘/s/’ followed by name.” There are defaults for these to the right of these lines. Then click the **Prepare Documents for Electronic Filing** button.

# GENERATE EXTRACT FILE

Electronic Case Filing Extract File

General | Missing Schedules/Deficiencies | Debtor | Joint Debtor | Aliases

Office ID  
5

Note: In some jurisdictions, this is the number that appears after the first dash when you file a case, i.e., 05-~~X~~3457. It identifies the division where the case is filed.

Asset Notice  
 Yes  No  Unknown

Missing Schedules  
AJ,FA,SS,SS2  
(Identify any missing schedules on the Missing Schedules/Deficiencies tab page.)

Ch. 7 Presumption Override for Extract File  
 y  n  blank  leave alone

The following error(s) were detected:  
One or more problems were found in the Means Test information.  
Please make the necessary corrections, and verify that all of the information shown in this dialog is correct before generating an extract file.

Generate Extract File  Cancel

Update All Form 22 Data from Case Data

< Back Next > Done

If this window states that there are errors with the schedules, you will need to make corrections before proceeding. Proceeding without resolving the error messages may result in errors during the filing process. Common errors and solutions are listed on the following slide but please call our office with any questions (210) 561-5300.

# ERROR

“Unable to extract city, state and zip for debtor/joint debtor” or “county code look failed for debtor/joint debtor.”

“Unable to extract first, middle, and last name for debtor/joint debtor.”

“One or more problems were detected with the Means Test information.”

# SOLUTION

Go to the general information for the case "G button". Use the "z" feature to enter the debtors address in the correct format (ex. type "z78216") for a zip code for San Antonio, TX.

Go to the general information for the case "G button". Make sure the debtor/joint name is entered in the correct format. (i.e. **Last, First Middle** for Debtor field and **First Middle Last** for Display field).

Open the MT wizard to determine what problems need to be resolved in the Means Test. Call our support line with any questions (210) 561-5300.

# GENERATE EXTRACT FILE

Electronic Case Filing Extract File

General | Missing Schedules/Deficiencies | Debtor | Aliases

Office ID  
1

Note: In some jurisdictions, this is the number that appears after the first dash when you file a case, i.e., 05-X3457. It identifies the division where the case is filed.

Asset Notice  
 Yes  No  Unknown

Missing Schedules

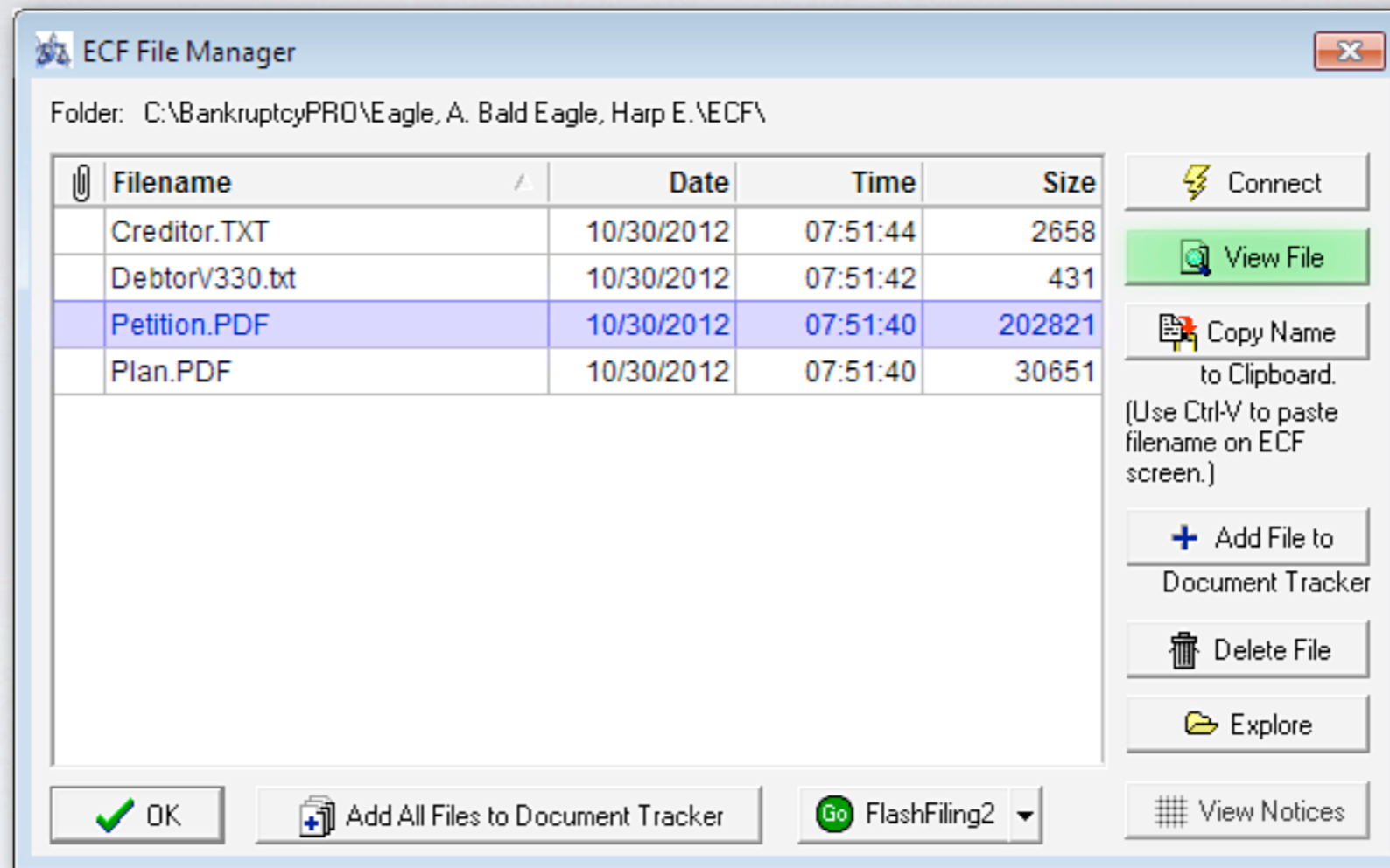
(Identify any missing schedules on the Missing Schedules/Deficiencies tab page.)

Ch. 7 Presumption Override for Extract File  
 y  n  blank  leave alone

Use Mailing Address, if available, in Debtor Extract File (NOTE: This option applies to all cases)

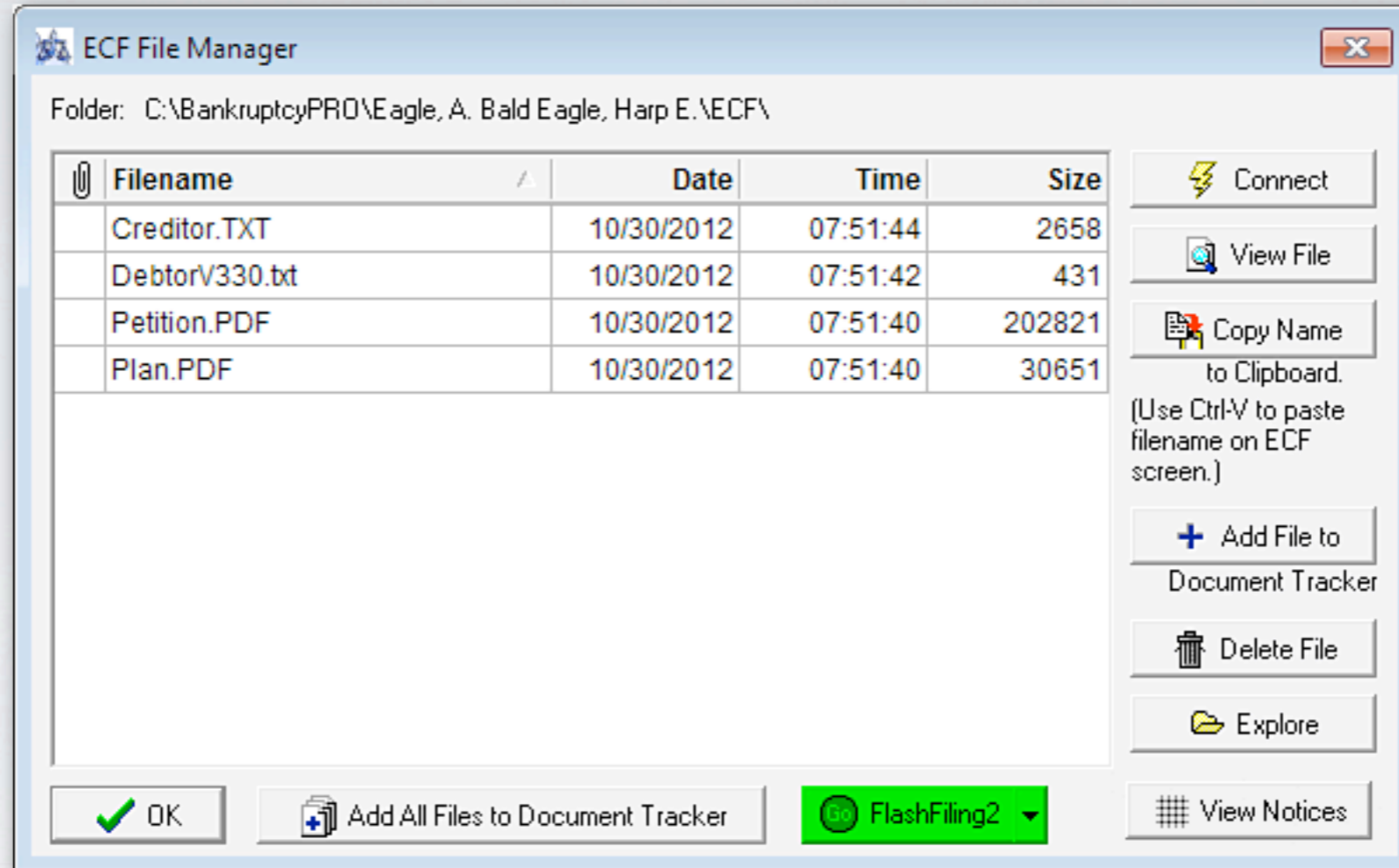
After seeing that no errors were detected, click on **Generate Extract File.**

# ECF AND BANKRUPTCYPRO



Once you generate an extract file, you will be taken to the ECF File Manager. This window contains the documents you are filing. You can click “Preview” or double-click on the files to verify they are correct.

# ECF AND BANKRUPTCYPRO



Now click on **GO FlashFiling2**.

# ECF AND BANKRUPTCYPRO

The screenshot shows a web browser window titled "ECF FlashFiling (Step-by-Step)" with a "Login" tab. The "Login Information" section contains a "Login Page" field with the URL "https://ecf.txwb.uscourts.gov/cgi-bin/login.pl", a "Login Name" field, a "Password" field, and checkboxes for "Save Login Name" and "Save Password". The "Case Files to Upload" section includes fields for "Case Extract File" (with a red warning message), "Petition PDF", "Creditor Matrix", and "Plan PDF", each with a file selection icon. A "Plan Event" dropdown menu is set to "Pause and Ask About Sav". The "Filing" section has three radio button options: "With Schedules" (selected), "Without Schedules", and "With Statements" (selected), "Without Statements". Below this are "Deficiencies (override if necessary in your jurisdiction)" with "Deficiencies: No" selected, and "Deficiencies: Yes". There are also checkboxes for "Always pause on Summary of Schedules Page", "Save Credit Card Information entered for Internet Payments Due", and "Suppress Pop-Ups (such as the pop-up for Internet Payments Due)". On the right, there are fields for "Receipt No. (if necessary)" and "Fee Amount", and a dropdown for "Are you paying via the Internet?". A checked checkbox for "Check Redaction Rules checkbox on Login Screen (if present)" is accompanied by the red text "This indicates you have read the notice". At the bottom are "Go File Case" and "Cancel" buttons.

The next screen will give you a place to enter your ECF login and password. (You have the option to save them.)



# ECF AND BANKRUPTCYPRO

ECF FlashFiling (Step-by-Step)

Login

Login Information

Login Page:

Login Name:   Save Login Name

Password:   Save Password

Case Files to Upload

Case Extract File: Due to changes in CM/ECF, this filename is no longer specified by the user.

Petition PDF:

Creditor Matrix:

Plan PDF:  Plan Event:

Filing

With Schedules  Without Schedules

Filing

With Statements  Without Statements

Deficiencies (override if necessary in your jurisdiction)

Deficiencies: No  Deficiencies: Yes

Always pause on Summary of Schedules Page

Save Credit Card Information entered for Internet Payments Due

Suppress Pop-Ups (such as the pop-up for Internet Payments Due)

Receipt No. (if necessary) (e.g. CC, D (for Other)):

Fee Amount (leave blank to accept default, enter dash to clear fee amount field):

Are you paying via the Internet? (Not supported in all jurisdictions):

Check Redaction Rules checkbox on Login Screen (if present)

**This indicates you have read the notice**

If your case is a complete filing (not an emergency filing), you'll select **With Schedules, With Statements and Deficiencies: No**. We recommend you select the **Always pause on Summary of Schedules Page** checkbox.

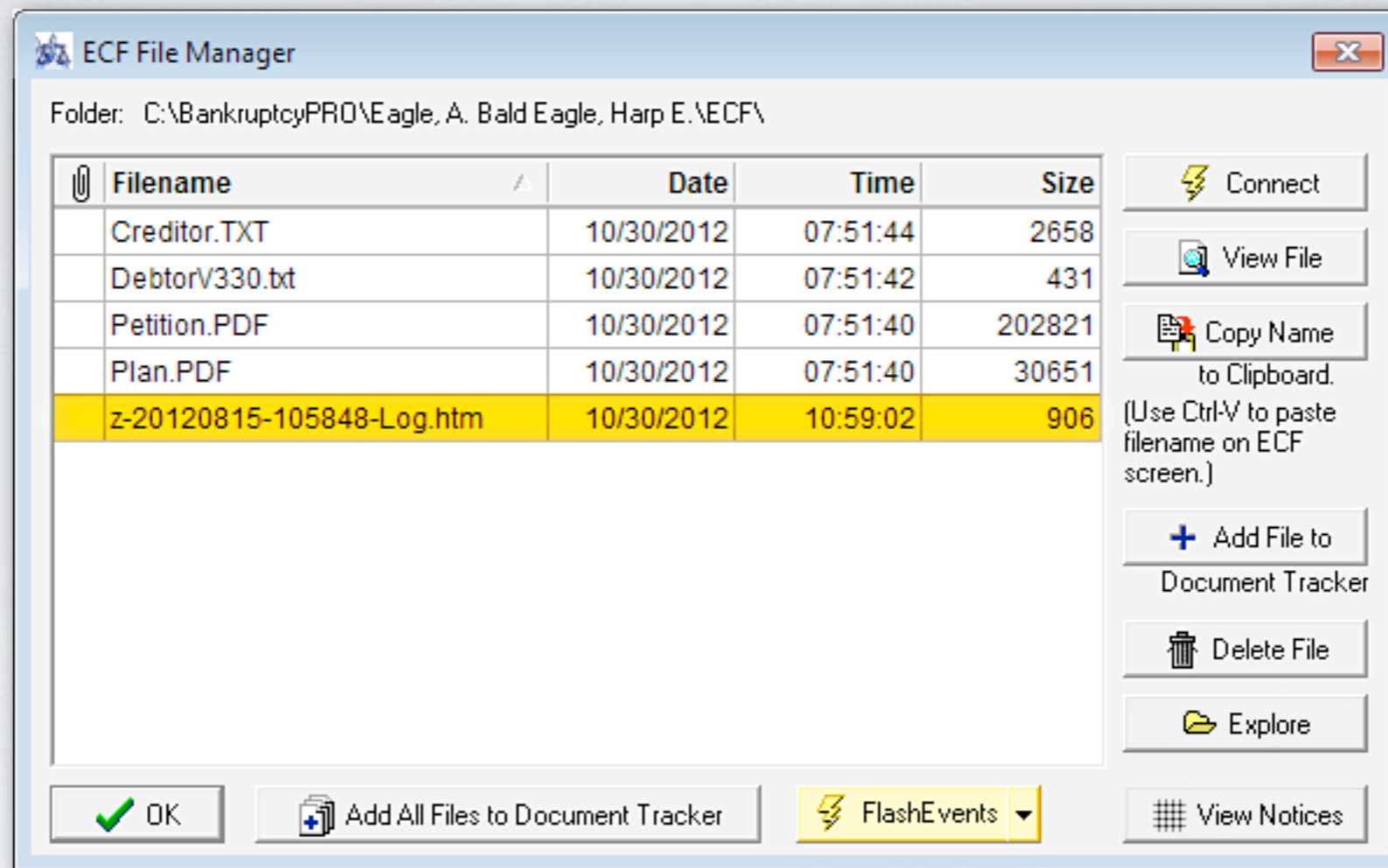
# ECF AND BANKRUPTCYPRO

The screenshot shows a web-based filing interface for BankruptcyPRO. It includes several sections:

- Filing:** Radio buttons for "With Statements" (selected) and "Without Statements".
- Deficiencies (override if necessary in your jurisdiction):** Radio buttons for "Deficiencies: No" (selected) and "Deficiencies: Yes".
- Options:** Three unchecked checkboxes: "Always pause on Summary of Schedules Page", "Save Credit Card Information entered for Internet Payments Due", and "Suppress Pop-Ups (such as the pop-up for Internet Payments Due)".
- Buttons:** A green "Go File Case" button and a "Cancel" button with a red X.
- Upload Options:** Two buttons: "Use Case Upload If Possible (faster, less flexible)" and "Don't Use Case Upload (slower, more flexible)".
- Fee Amount:** A text input field with the instruction "Fee Amount (leave blank to accept default, enter dash to clear fee amount field):".
- Payment Method:** A dropdown menu for "Are you paying via the Internet? (Not supported in all jurisdictions)".
- Redaction Rules:** A checked checkbox labeled "Check Redaction Rules checkbox on Login Screen (if present)" with a red note below it: "This indicates you have read the notice".

If you check the box on the right regarding Redaction Rules, BankruptcyPRO will check the box for you on the court's website. To automatically upload your case, click the **GO File Case** button. The **Case Upload** option (may not be available in all jurisdictions) is used for complete cases. You may select the "Slower" filing method if filing an incomplete case or if you are not paying the full filing fee during the filing (installments, waiver...). For Waiver instructions, call us at (210) 561-5300.

# ECF AND BANKRUPTCYPRO



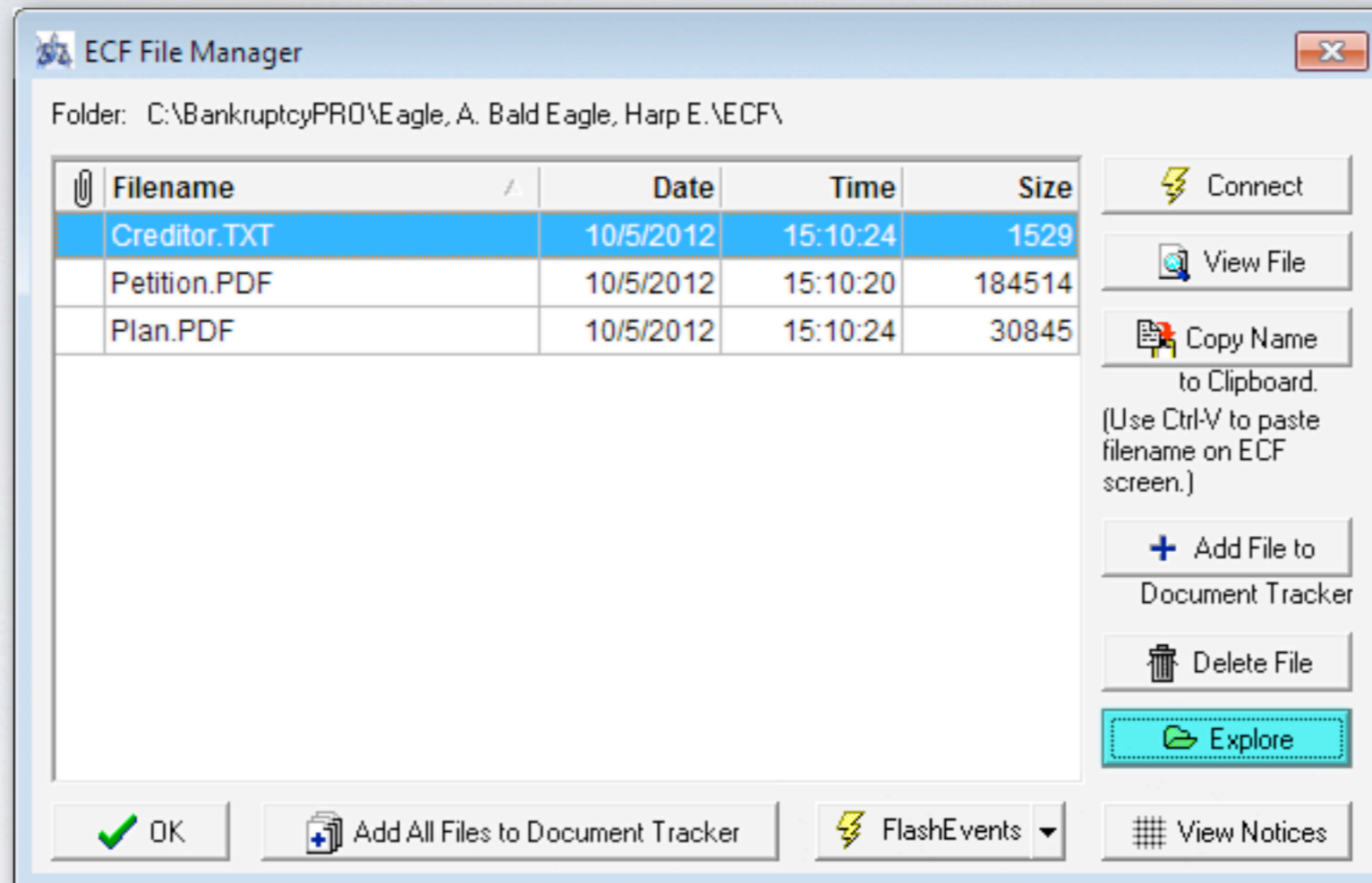
Once your case is filed, you'll see a log (.htm file) in the ECF File Manager. The numbers showing are simply the date and time of the file. The **GO FlashFiling2** button is now **FlashEvents**.

# ECF AND BANKRUPTCYPRO

The screenshot shows the FlashEvents application window. At the top, there is a 'Login' tab. Below it, the 'Login Information' section contains a 'Login Page' field with the URL <https://ecf.txwb.uscourts.gov/cgi-bin/login.pl>, and 'Login Name' and 'Password' fields. There are checkboxes for 'Save Login Name' and 'Save Password'. Below the login fields, there are several buttons: 'Bankruptcy Events', 'Judge/Trustee Assignment', 'ECF Utilities', 'Pay Bill', and 'Cancel'. To the right of these buttons are three blue buttons: 'File Certificate of Credit Counseling (Debtor Only)', 'File Certificate of Credit Counseling (Joint Debtor Only)', and 'File Certificate of Credit Counseling (Combined)'. Below these buttons are two checkboxes: 'Save Credit Card Information that is entered' (unchecked) and 'Check Redaction Rules checkbox on Login Screen (if present)' (checked). A red text notice below the checkboxes reads: 'This indicates you have read the notice'. At the bottom of the window, there is a navigation bar with 'Document Tracker', a 'FlashEvents' dropdown menu, and a 'View Notices' button.

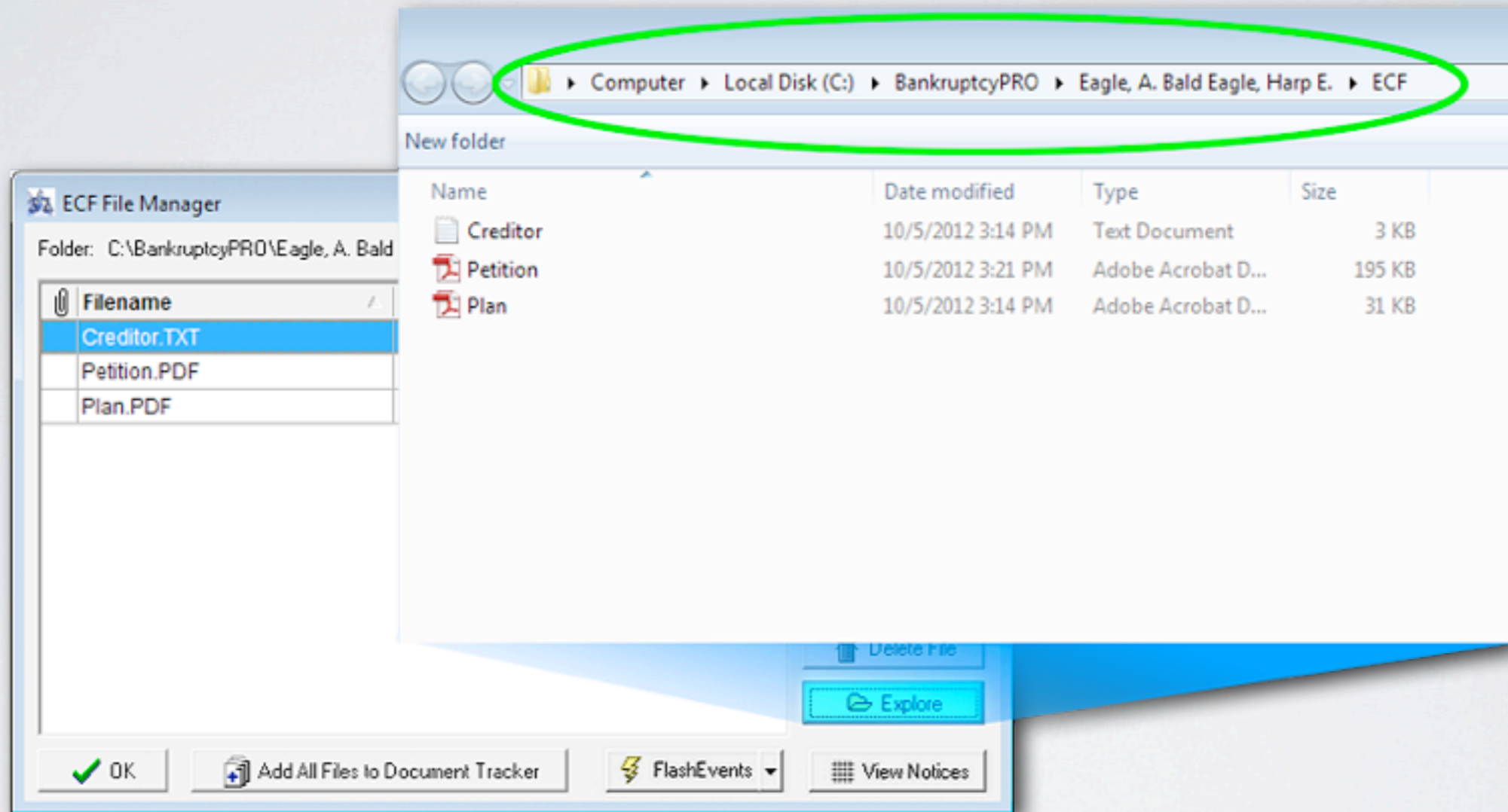
After filing, in FlashEvents you will see the **additional buttons** to automatically file your Credit Counseling Certificates.

# ADDING A FILE TO THE ECF MANAGER



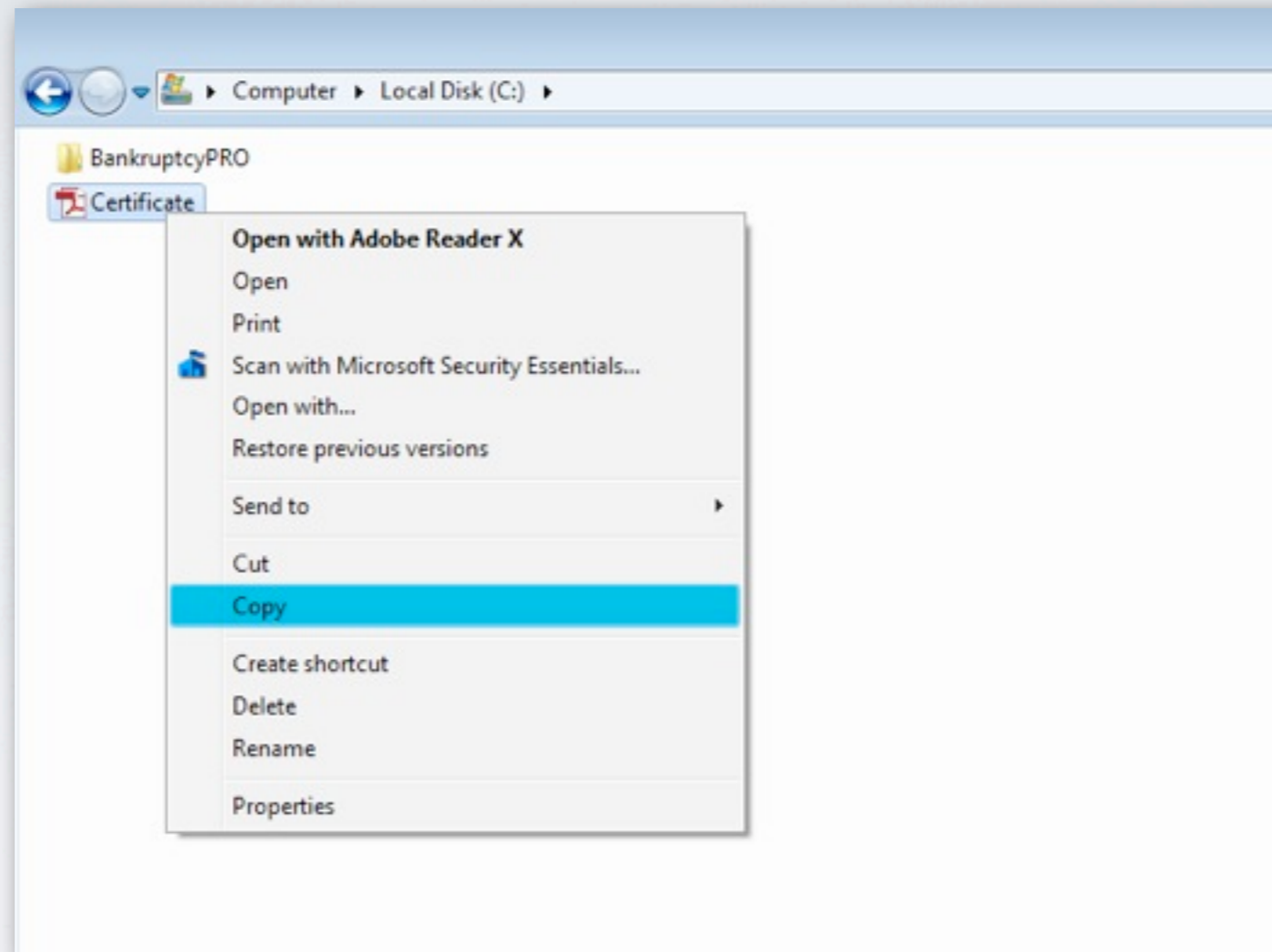
You can also save other documents into the ECF file manager (i.e. Credit Counseling Certificates, scanned paystubs, etc...). This will make supplemental documents easier to file using our "FlashEvents" utility which is accessible once the case has been filed. To add a document, first click on the "Explore" button.

# ADDING A FILE TO THE ECF MANAGER



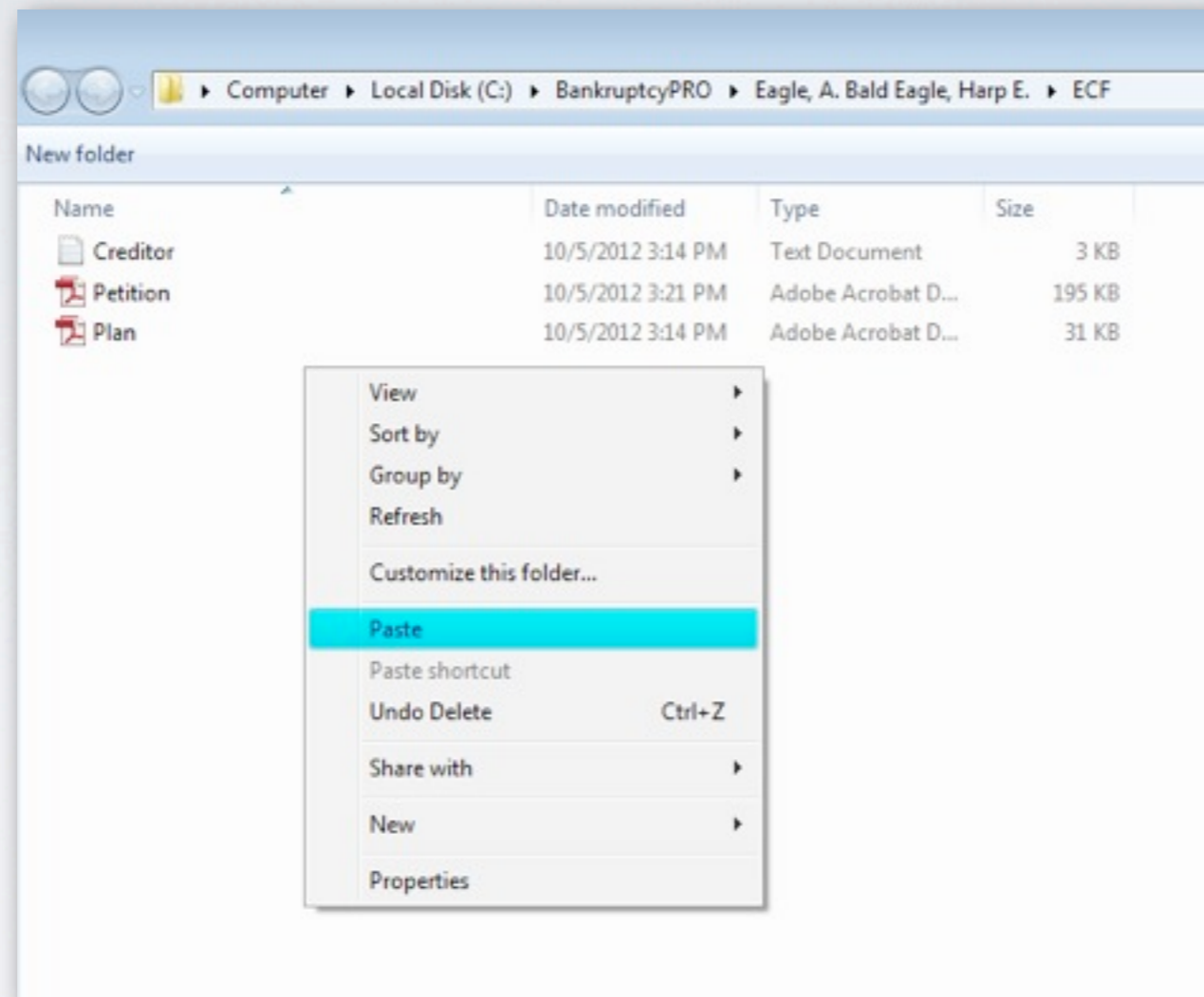
Notice that this opens the ECF folder, where all files for your client are stored.

# ADDING A FILE TO THE ECF MANAGER



From here, you can navigate to the location in which your document is stored. Right-click on the file and choose **copy**.

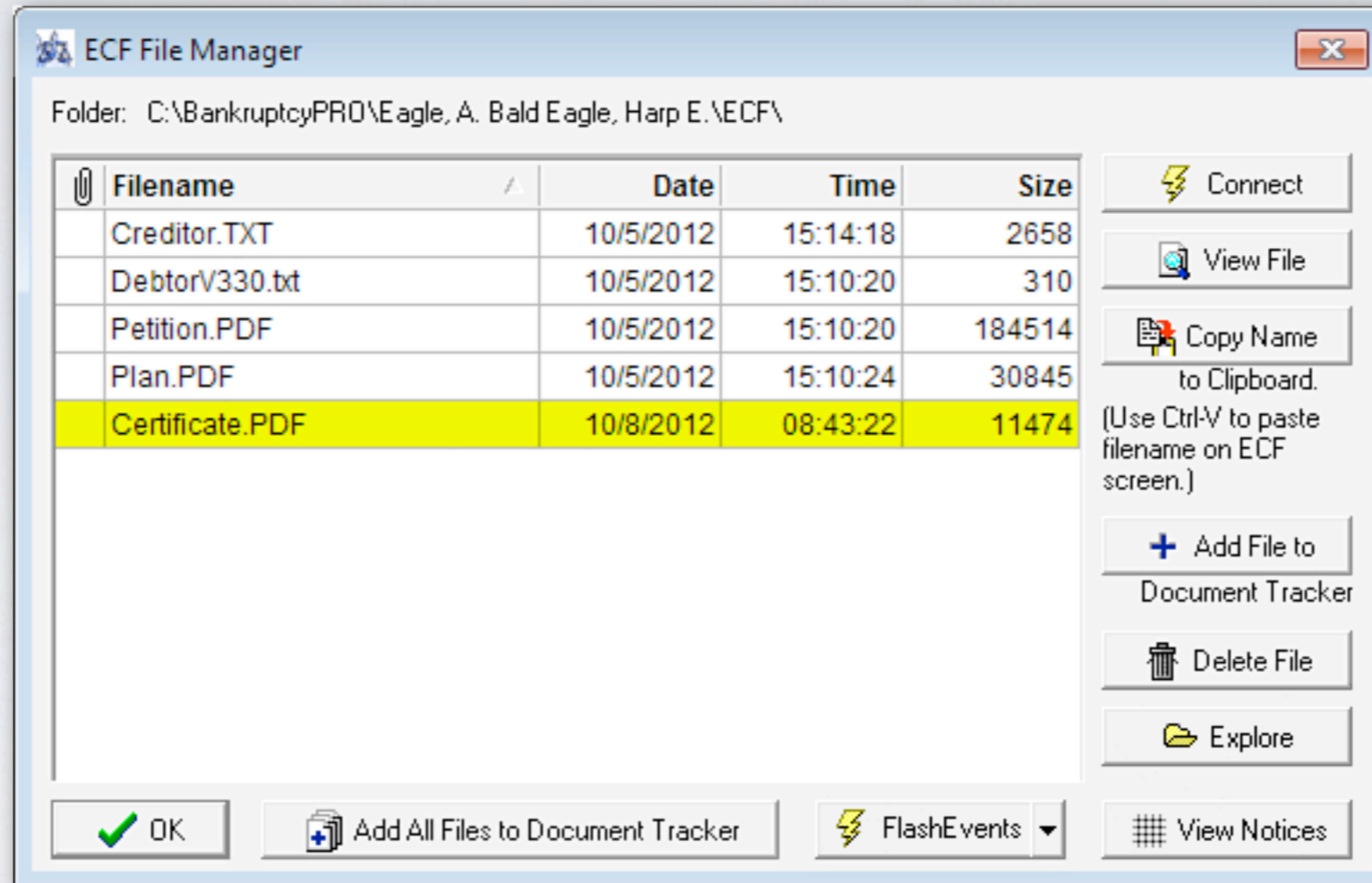
# ADDING A FILE TO THE ECF MANAGER



Now go back to your ECF folder. Inside your folder, right click and select **paste**.



# ADDING A FILE TO THE ECF MANAGER



The document is now added your list in the ECF File Manager.

# AMENDMENTS

The image displays two side-by-side screenshots of a software interface for ECF filing. Both screenshots show a menu bar with 'ECF' selected. The left screenshot shows the 'Prepare Official Forms' option selected, with the filename 'Petition.PDF'. The right screenshot shows the same option selected, but with the filename 'Amended Schedule I.PDF'. Both screenshots show a text box for the output directory: 'C:\BankruptcyPRO\Eagle, A. Bald Eagle, Harp E.\ECF\'. Other options include 'Prepare ECF Extract File', 'Prepare Plan Summary', 'Prepare Creditor Export Matrix', 'Prompt for Form 21', and 'Prompt for Declaration for Electronic Filing'.

If you need to file an amended schedule/plan via ECF, you will start at the ECF tab. Select only **prepare official forms** and rename “Petition.PDF” to the new document.

# AMENDMENTS

**Print Selections**

Printer Select Properties Help

Attachments/Scanning

Official Forms | Other | Plans 1 | Plans 2 | Plans 3 | Plans 4 | Old Plans | ECF | Misc. | FlashDOCS | Settings

Make the ECF tab (this page) the default

Electronic Case Filing Output Directory  
C:\BankruptcyPRO\Eagle, A. Bald Eagle, Harp E.\ECF\

Prepare ECF Extract File  
*Due to changes in CM/ECF, BankruptcyPRO no longer allows users to specify names for ECF Extract Files.*

Prepare Official Forms  
(1 form(s) selected) **Amended Schedule I.PDF**

Prepare Plan Summary  
(No plan selected) **Plan.PDF** Special

Prepare Creditor Export Matrix **Creditor.TXT**

Prompt for Form 21

Prompt for Declaration for Electronic Filing

**Electronic Filing Wizard: Select the case upload files you wish to generate. Then click on the "Next Step" button below.**

**Next Step** View Existing ECF Documents

Electronic Filing Settings

Click on **next step**.

# AMENDMENTS

The screenshot shows the 'Print Selections' window from the Electronic Filing Wizard. The window has a menu bar with 'Printer', 'Select', 'Properties', and 'Help'. Below the menu bar is a toolbar with icons for printer, select, properties, help, and attachments/scanning. The main area is divided into two tabs: 'Official Forms' and 'Other'. The 'Official Forms' tab is active, showing a list of forms with checkboxes. The following table represents the visible forms and their selection status:

Form Name	Selected
Petition	<input type="checkbox"/>
Exh. A	<input type="checkbox"/>
C	<input type="checkbox"/>
D	<input type="checkbox"/>
Notice to Indiv. Debtors (342(b))	<input type="checkbox"/>
Filing Fees in Installments	<input type="checkbox"/>
Schedule A (Real Property)	<input type="checkbox"/>
Schedule B (Personal Property)	<input type="checkbox"/>
Schedule C (Exemptions)	<input type="checkbox"/>
Schedule D (Secured Creditors)	<input type="checkbox"/>
Schedule E (Priority Creditors)	<input type="checkbox"/>
Schedule F (Unsecured Creditors)	<input type="checkbox"/>
Schedule G (Executory Contracts)	<input type="checkbox"/>
Schedule H (Codebtors)	<input type="checkbox"/>
Schedule I (Income)	<input checked="" type="checkbox"/>
Schedule J (Budget)	<input type="checkbox"/>
Summary of Schedules	<input type="checkbox"/>
Declaration of Schedules	<input type="checkbox"/>
Statement of Financial Affairs	<input type="checkbox"/>
Statement of Intention (Normally used in Chapter 7 only)	<input type="checkbox"/>
Form 22C: Disp. Income (Ch. 13)	<input type="checkbox"/>
Attorney Disclosure (2016(b))	<input type="checkbox"/>
Twenty Largest Unsecureds (Normally used in Chapter 11 only)	<input type="checkbox"/>
Matrix Cover/Verify (Default)	<input type="checkbox"/>
Scanner Matrix (Default)	<input type="checkbox"/>
Debtor Pay Order	<input type="checkbox"/>
Joint Debtor Pay Order	<input type="checkbox"/>
3 Column Mailing Matrix	<input type="checkbox"/>
Reserved	<input type="checkbox"/>
Schedule C-1 (More Exempt Data)	<input type="checkbox"/>
3 Column Labels	<input type="checkbox"/>
Numbered Listing of Creditors	<input type="checkbox"/>
Business Income and Expenses	<input type="checkbox"/>
Cert. of Serv./Other	<input type="checkbox"/>
Form 21. Statement of SSN	<input type="checkbox"/>
Decl. for Electronic Filing*	<input type="checkbox"/>

At the bottom of the window, there is a 'Next Step' button and an 'Exit Wizard' button. A message at the bottom reads: 'Electronic Filing Wizard: Select the official forms you wish to include in the upload package. Then click on the "Next Step" button.'

On the Official Forms tab select the document(s) you wish to amend. Note: The checkboxes you select here will be created as a single PDF file. If you need to create separate PDF files you will need to repeat this process for each item (i.e. file amended Sch. I and a separate amended Means Test.)”

# AMENDMENTS

Print Selected Documents

Print | Summary of Schedules | Amended | Misc. #1 | Misc. #2 | Privacy Options

Printer

Name: Internal PDF Print Engine

Electronic Filing  PDF/A Compliance Required Change

Options

Print "Draft" on reports

Print date and time on each page

Print date on signature pages Date: 10/30/2012

Print "/s/" followed by name

	Defaults	
	ECF	Print
Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Print "/s/"	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Alternate signatures pursuant to Fed. R. Bankr. P. 1004.1, Petition for an Infant or Incompetent Person. Enter conformed signature text to print (e.g., John Q. Doe, Legal Guardian for Debtor) in the box for the appropriate debtor. Leave the box blank if Fed. R. Bankr. P. 1004.1 does not apply.

Debtor:  Joint Debtor:

Attorney will sign Exhibit B on Petition (Primarily Consumer Debts)

Disable shading on printed forms

To leave the Estimates Checkboxes (on Petition) blank, uncheck both of the following; otherwise, check the option you need.

Auto-Print Checkmarks on Petition Estimates (e.g., Estimated Assets)

Prompt for Checkmarks on Petition Estimates before printing

Print Preview Prepare Documents for Electronic Filing Cancel

If applicable, choose **Print date on signature pages** and **Print '/s/' followed by name**. If the boxes under the ECF column on the right are checked, this should be selected automatically.

# AMENDMENTS

Print Selected Documents

Print | Summary of Schedules | **Amended** | Misc. #1 | Misc. #2 | Privacy Options

Amended **AMENDED**

Include Date Amended Date: 10/4/2012

Amended Matrix Options

- Suppress Required Notifications from Matrix
- Suppress Codebtors from Matrix
- Suppress Executory Contracts from Matrix
- Suppress Attorney from Matrix
- Suppress Debtor from Matrix
- Suppress Trustee from Matrix
- Suppress U.S. Trustee from Matrix

Suppress All

Print Preview Prepare Documents for Electronic Filing Cancel

Click on the **Amended** option in the Amended tab. You can also check the box to include the date you are you are amending. This will print in the title of the document.

# AMENDMENTS

Print Selected Documents

Print | Summary of Schedules | Amended | Misc. #1 | Misc. #2 | Privacy Options

Amended AMENDED

Include Date Amended Date: 10/4/2012 15

Amended Matrix Options

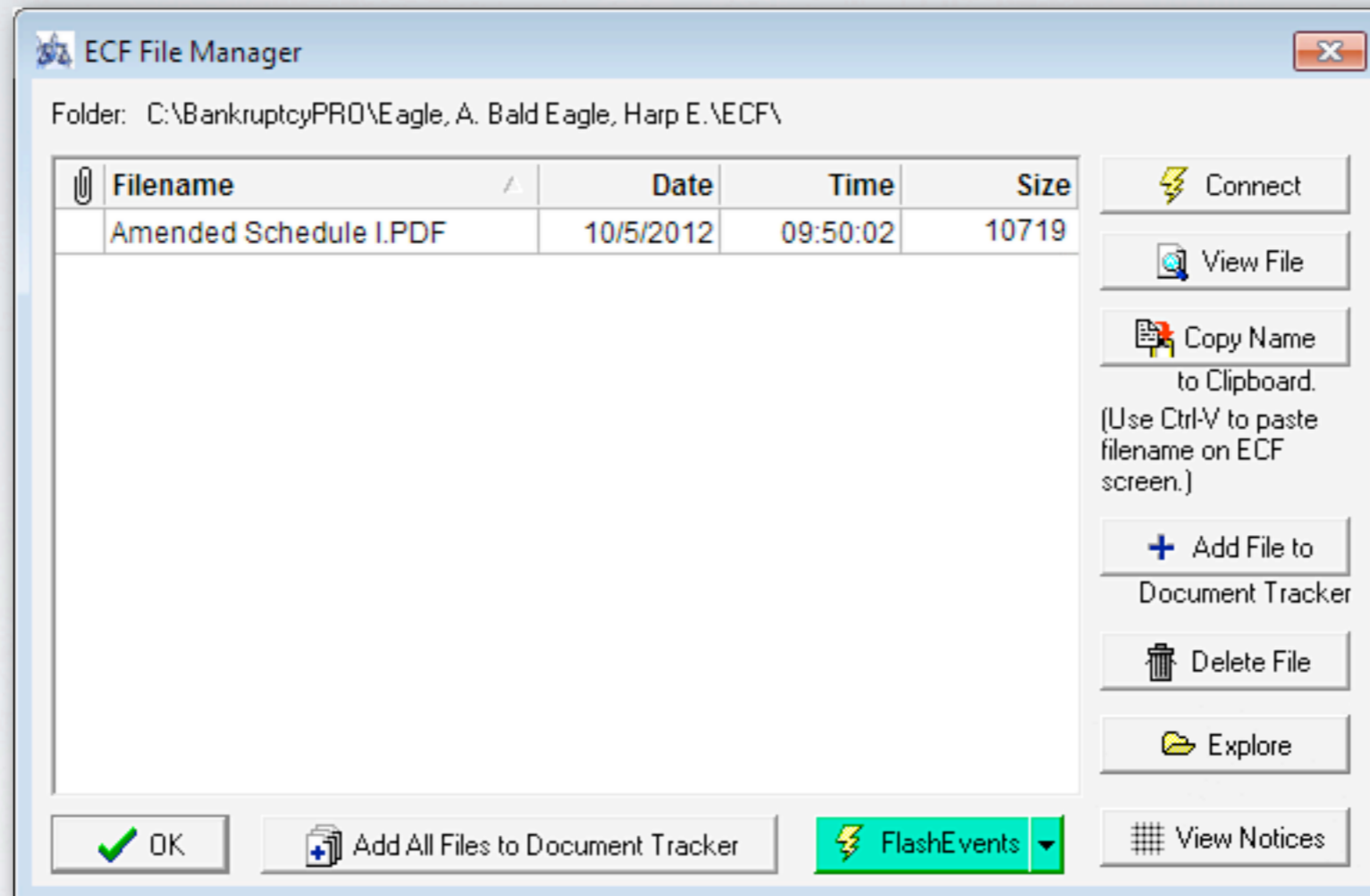
- Suppress Required Notifications from Matrix
- Suppress Codebtors from Matrix
- Suppress Executory Contracts from Matrix
- Suppress Attorney from Matrix
- Suppress Debtor from Matrix
- Suppress Trustee from Matrix
- Suppress U.S. Trustee from Matrix

Suppress All

Print Preview Prepare Documents for Electronic Filing Cancel

Now click on **Prepare Documents for Electronic Filing**.

# AMENDMENTS



The amended schedule appears in the ECF file manager. You can double-click on the PDF to view. Now click on **FlashEvents**.



# AMENDMENTS

The screenshot shows a web browser window titled "FlashEvents" with a "Login" tab. The "Login Information" section contains the following fields and options:

- Login Page: <https://ecf.txwb.uscourts.gov/cgi-bin/login.pl>
- Login Name: [text input]  Save Login Name
- Password: [text input]  Save Password

Below the login fields, there are several buttons for navigation:

- Bankruptcy Events** (highlighted in blue)
- Judge/Trustee Assignment
- ECF Utilities
- Pay Bill
- Cancel (with a red X icon)

On the right side, there are buttons for filing credit counseling certificates:

- File Certificate of Credit Counseling (Debtor Only)
- File Certificate of Credit Counseling (Joint Debtor Only)
- File Certificate of Credit Counseling (Combined)

At the bottom right, there are two checkboxes:

- Save Credit Card Information that is entered
- Check Redaction Rules checkbox on Login Screen (if present)

Below the checkboxes, a red text message reads: **This indicates you have read the notice**

You will choose **Bankruptcy Events** to file your amendment.

As you navigate the court's website for your filing, BankruptcyPRO will build a log and capture your Notice of Electronic Filing into the ECF File Manager.