Deficient Schedules

This procedure explains how to file a deficient schedule. The example illustrated is the filing of Schedules A - J.

STEP 1   Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**.
(See Figure 1)

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays.
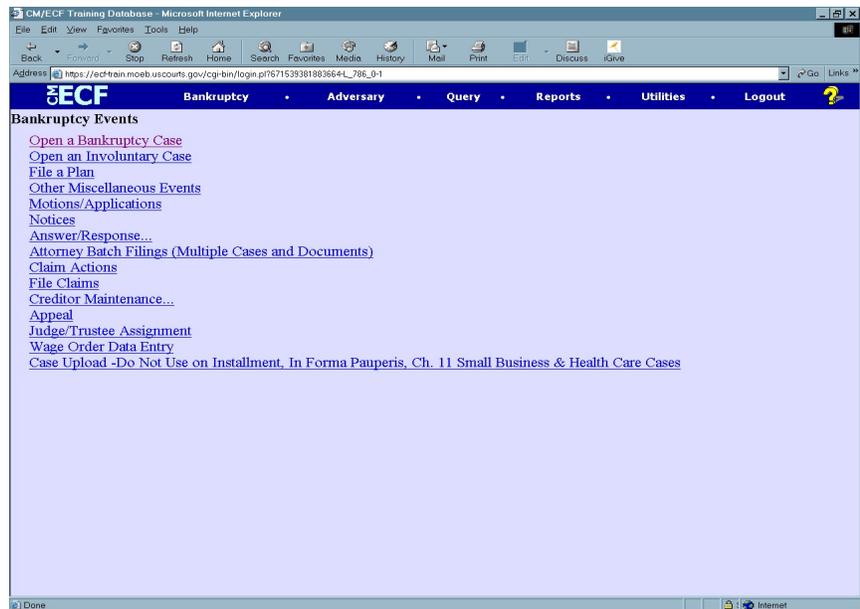**(See Figure 2)**

Figure 2

◆   Click on **Other Miscellaneous Events**.

STEP 3   The **CASE NUMBER** screen displays. **(See Figure 3)**

Figure 3

◆   Enter the case number, including the hyphen. YY-NNNNN

◆   Click **[Continue]**

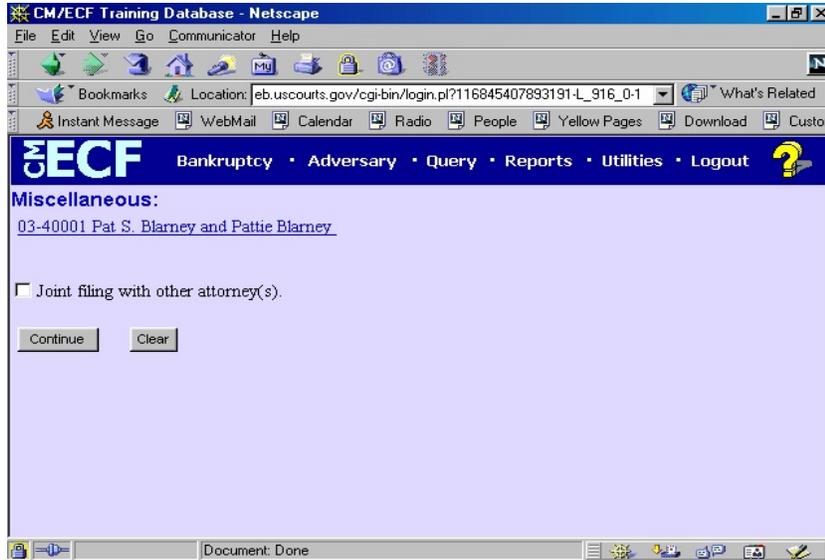The **CASE INFORMATION** screen displays. Click **[Continue].**

STEP 4   The **DOCUMENT SELECTION** screen displays. **(See Figure 4)**

Figure 4

◆   Select the appropriate **Deficient Schedule** from the pick list of
     events by clicking on it.

◆   Click **[Continue]**
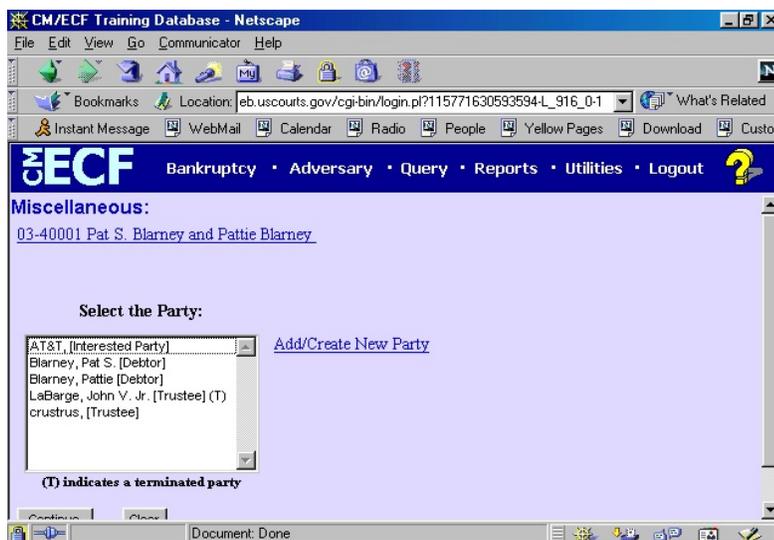
STEP 5   The **JOINT FILING** screen displays.
                    (See Figure 5)

Figure 5

◆   This screen is only used if another attorney is joining in a filing.
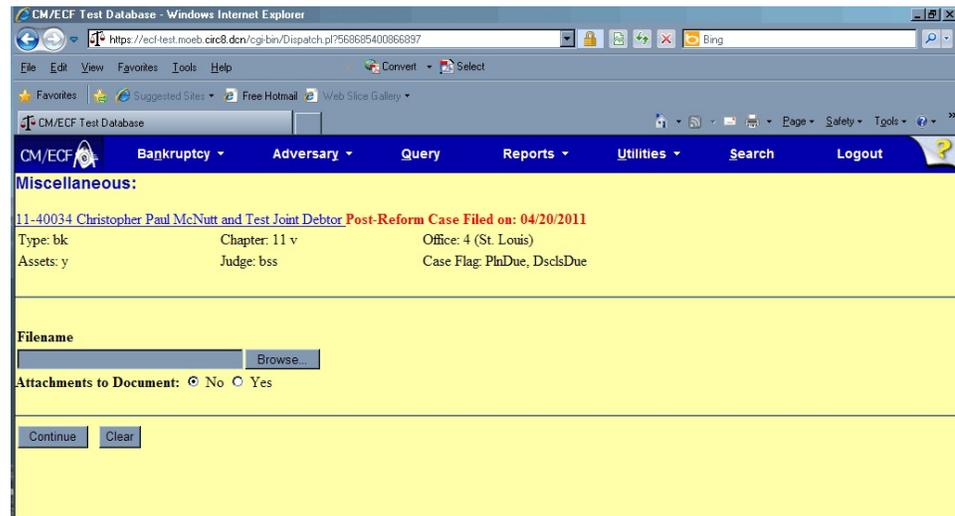   **No action is necessary.**

◆   Click **[Continue]**

STEP 6   The **SELECT THE PARTY** screen displays.
                    (See Figure 6)

Figure 6

◆   Click to highlight the party filer name.

◆   Click **[Continue]**

STEP 7   The **PDF DOCUMENT SELECTION** screen displays.
                 (See Figure 7)

Figure 7

◆   Click **[Browse]**, then navigate to the directory where the PDF file
         is located or type in the entire drive and directory path.

◆   To verify accuracy of the document prior to uploading, right click
         on the document name.

         •   Select open from the drop down list.
         •   Verify document contents.
         •   Click the **X** in the upper right corner of the document
                  screen.

◆   Double-click the PDF file to select it.

◆   Click **[Continue]**

STEP 8   The **MODIFY TEXT** screen displays.
                (See Figure 8)

Figure 8

◆   In the text box additional text for the plan may be added according to the court's procedures.

◆   Click **[Continue]**

STEP 9   The **FINAL TEXT** screen displays.
              (See Figure 9)

Figure 9

◆   Verify the final docket text.

         CAUTION!! This is your last opportunity to change this event.
◆   Clicking **[Continue]** will submit this order to the database.

◆   If the final docket text is incorrect, click on your browser's Back
         button to find the screen to be modified. To abort or restart the
         transaction, click the **Bankruptcy** hyperlink on the **CM/ECF
         Main Menu** bar.

◆   If correct, click **[Continue]**

STEP 10   The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
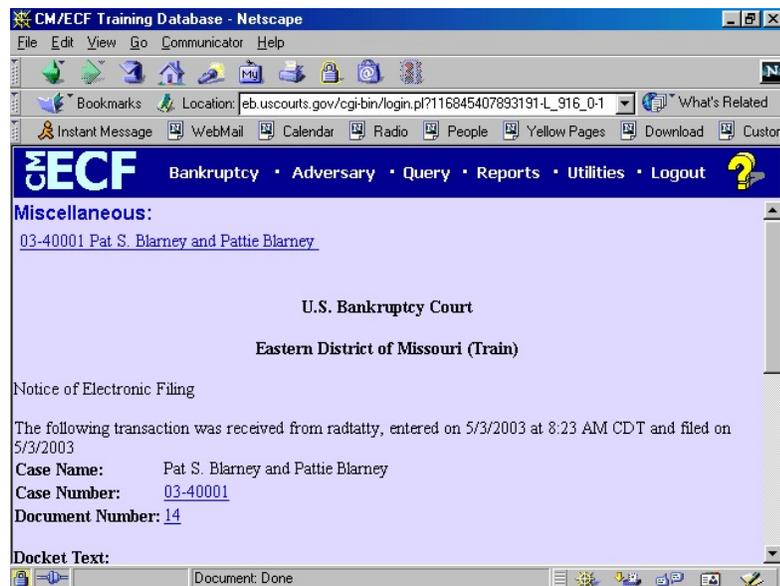
Figure 10

◆   The Notice of Electronic Filing is the verification that the filing has Been sent electronically to the court's database.

◆   To print a copy of this notice, click on the browser **[Print]** icon.

◆   You may also save the notice through the browser **File/Save** option.