VERIFIED PETITION in
BANKRUPTCY CASE

1. Select **Bankruptcy** → **Miscellaneous**

2. Input case number

3. Select **Verified Petition** from menu

4. **Select the Party** you represent if listed and skip to step # 10

5. If party not listed click **Add/Create New Party**

6. At **Search for a party** screen input **Last/Business name** and click [Search]

7. If **Party search results** reflect list of names select your party and after verifying name and address click [Select name from list] (Fig. 1)

Fig. 1

(NOTE: If name not listed or **No person found** click [Create new party])

8. At **Party Information** screen input address if not already reflected and select applicable **Role** type from menu then click [Submit] (Fig. 2)

Fig. 2

9.   **Select the Party** you just added/created

10.   Check box to establish attorney/party association if not previously associated

11.   Browse to attach pdf

12.   Skip **Refer to existing event(s)?** screen

13.   At **Docket Text** complete prefix box and/or open text box if necessary

14.   Click [Next] until transaction completed