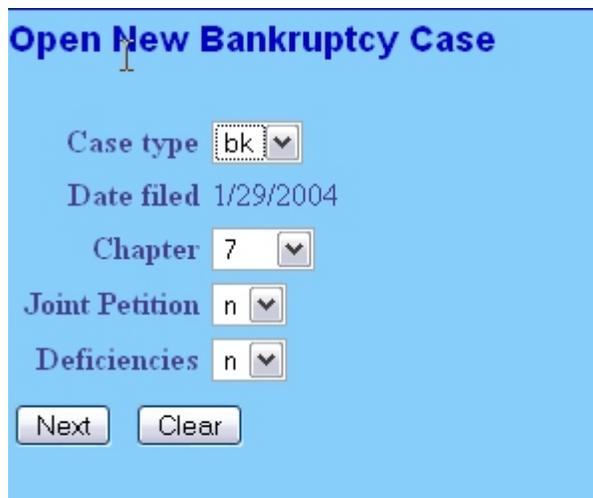


Opening a New Bankruptcy Case

- Go to our website, <https://ecf-train.nvb.uscourts.gov/>
- Click on the link to the District of Nevada - Document Filing System, and type in your assigned ECF login and password
- Click on “**Bankruptcy**” (a list of bankruptcy events will appear)
- Click on “**Open a BK case**”

On the first screen, click on each box to add appropriate information (joint petition, chapter, deficiencies). If you are filing an incomplete petition, one that does not contain all of the required documents, be sure to check yes for deficiencies. Click “next”.



Open New Bankruptcy Case

Case type

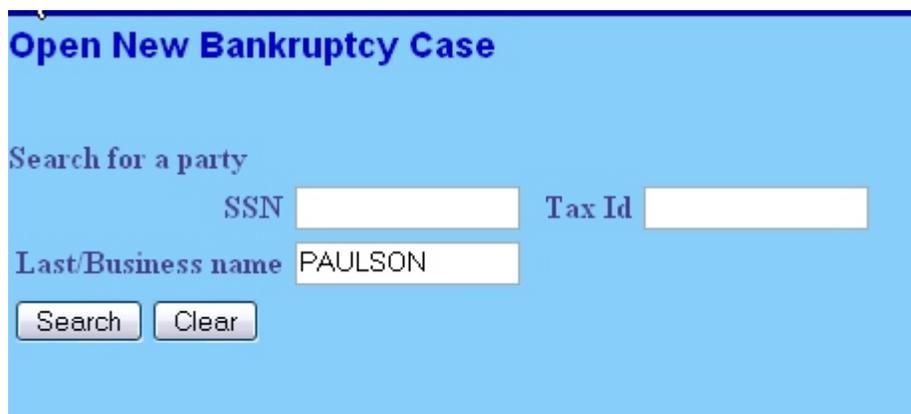
Date filed 1/29/2004

Chapter

Joint Petition

Deficiencies

- The computer will ask you to search for a party. Enter the last/business name of the debtor and click “search”. Always search for your party first to ensure that he/she is not already in the system.



Open New Bankruptcy Case

Search for a party

SSN Tax Id

Last/Business name

- The next screen will tell you if the party is found. If no person is found, click “create new party”.

Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

- You will then enter the party’s information. If the party has an alias, click on “alias” to add. Make sure the county selection is made and a zip code is entered. Once that is complete, you may review the information you have entered before submitting. **Please remember, each field has a 50 character limit.** Once you are sure all information is complete, click on “submit”.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all aliases before clicking the Submit button.

- At the next screen, you will be asked to add a joint debtor if you selected joint debtor on the first screen. For the party role type, select joint debtor. If you did not select joint debtor on the first screen, you will not see this screen.
- The next screen will notify you of the divisional office selection for the case based on the county code provided. After clicking “next”, the screen will ask for statistical information about the debtor. Be sure to complete each block. Click “next” to continue.

Open New Bankruptcy Case

Type of debtor Individual Corporation Partnership Clearing Bank
 Railroad Stockbroker Commodity Broker Other

Fee status Paid
 Nature of debt consumer
 Voluntary voluntary
 Origin Original
 Date split/transfer

Asset notice No
 Estimated number of creditors 16-49
 Estimated assets \$100,001-\$500,000
 Estimated debts \$500,001-\$1,000,000

- The computer will then ask for a pdf document which is your petition. Attach the pdf document, click “next”.

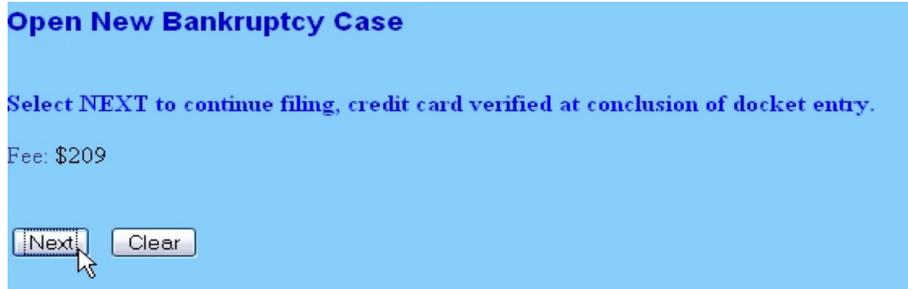
Open New Bankruptcy Case

Select the pdf document (for example: C:\199cv501-21.pdf).

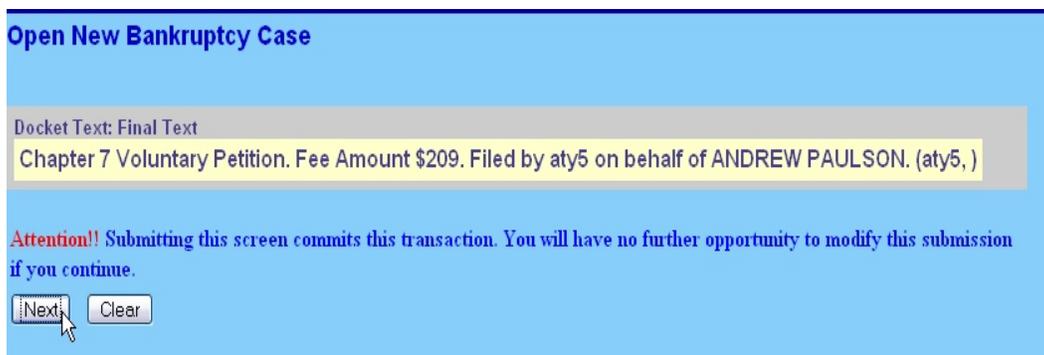
Filename

Attachments to Document: No Yes

- The next screen is for informational purposes only. It simply informs you of the fee due and that preparation should be made to pay at the end of the transaction.



- The next screen is very important! You will see a warning that says: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click "next".
- If the text is not correct, use the "back" button on your browser's tool bar, to scroll thru the previous screens until you find the screen where the error was made. Once the correction is made, proceed thru the screens by clicking on the "next" button until you return to the warning screen. NOTE: Pay attention to each screen as you proceed forward . Each screen should be viewed for its correctness.



- The next screen gives you the “Notice of Bankruptcy Case Filing”, which gives you the new bankruptcy case number. You can print this page for your records. You will notice that the case number and document number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the document or docket sheets.

U.S. Bankruptcy Court
District of Nevada

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from aty5, entered on 1/29/2004 at 8:57 AM PST and filed on 1/29/2004

Case Name: ANDREW PAULSON
Case Number: 04-70194
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition. Fee Amount \$209. Filed by aty5 on behalf of ANDREW PAULSON. (aty5,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: cassette form.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=989277954 [Date=1/29/2004] [FileNumber=54931-0] [9dd04e50c634d79ec9443891770f4e78c743b71c70e3a0582720e06fee1c0fcfa2f5b31596603ce3c830027f57f71de8f6f23d48619d78cdc110da9f9427c32]]

04-70194 Notice will be electronically mailed to:

aty5 MARIANNE_STREET@NVB.USCOURTS.GOV

04-70194 Notice will not be electronically mailed to:

- Should the circumstances require a time stamped copy of the Notice of Electronic Filing, you can click on the hyperlink for the Notice of Bankruptcy Case Filing. You will be asked for your Pacer login. Once entered, you will received a time stamped copy of the Notice of Electronic Filing. Note: This is a free look, your pacer account will not be charged to view this notice.

United States Bankruptcy Court
District of Nevada

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 01/29/2004 at 08:57 AM and filed on 01/29/2004.

ANDREW PAULSON
1343 SAN JUAN CIRCLE
APT #2344
HENDERSON, NV 89012
SSN: xxx-xx-7878



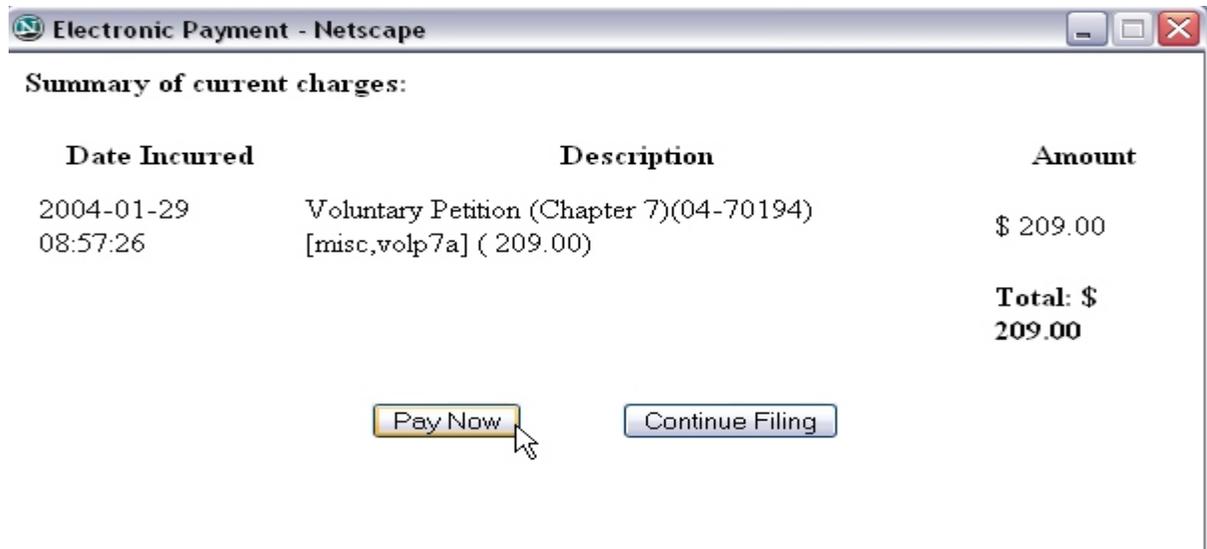
The case was filed by the debtor's attorney.

aty5

The case was assigned case number 04-70194.

The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.

- Upon receipt of the Notice of Electronic Filing, you will be presented with a popup screen for credit card payment. If you have more petitions to file, click on the **Continue Filing** button, if not, click on the **Pay Now** option. You will then be prompted to enter your credit card information.



****NOTE: Once you have filed your petition, don't forget to upload your creditor matrix and run the judge/trustee assignment.**