

## STEPS TO MANUALLY OPEN A VOLUNTARY PETITION

Official Form B101/201, known as a “Voluntary Petition” must be filed by a debtor to begin a bankruptcy case.

**Note:** Steps 2-7 should be done immediately after opening.

In CM/ECF, click on **Bankruptcy**. Then click on the following Bankruptcy Events, answering the prompts that appear.

1. Open Voluntary BK Case (All Chapter 13 and 11 cases are opened as ASSET cases).
2. Creditor Maintenance → Upload list of creditors file.
3. Judge/Trustee Assignment. **THIS IS A VERY IMPORTANT STEP** in opening a new petition. It is a crucial part of case opening, and will ensure that you receive your 341 notice immediately.
4. Miscellaneous → Statement of Social Security Number(s).
5. Miscellaneous → Declaration Re: Electronic Filing.
6. Miscellaneous → *select applicable Income Means Test events*.
7. For Individuals Only: Miscellaneous → Certificate of Credit Counseling.

The following applies to Chapter 13 cases only. Search for a Chapter 13 Plan Confirmation hearing (initial hearing only) date from the self-calendaring section on the court's website, <https://www.nvb.uscourts.gov/calendars/self-calendaring-dates/>.

8. Plan Chapter 13 Plan #1.
9. Notices Confirmation Hearing.