

VERIFIED PETITION in BANKRUPTCY CASE

9/11/06

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)

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

COFFEE HOUSE
Coffee Castle, Inc.,
Coffee Castle, Inc.,

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)

Party Information
COFFEE HOUSE SSN: Unknown

Office	<input type="text"/>	Address 1	<input type="text" value="9257 W 52ND AVE"/>		
Address 2	<input type="text"/>	Address 3	<input type="text"/>		
City	<input type="text" value="WHEATRIDGE"/>	State	<input type="text" value="CO"/>	Zip	<input type="text" value="80401"/>
County	<input type="text"/>	Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				
Role	<input type="text" value="Creditor (cr:cr)"/>				
Party text	<input type="text"/>				

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