

### How to File a Declaration Re: Electronic Filing

Declarations may be filed as part of the petition as one PDF document, as an attachment to the petition or separately as an individual PDF document.

To file the Declaration Re: Electronic Filing separately as an individual PDF document follow the steps below.

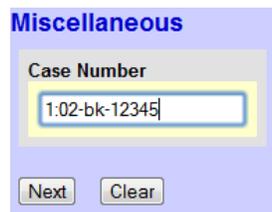
**Step 1** Click **Bankruptcy** on the Main Menu Bar



**Step 2** Select the **Other** Category



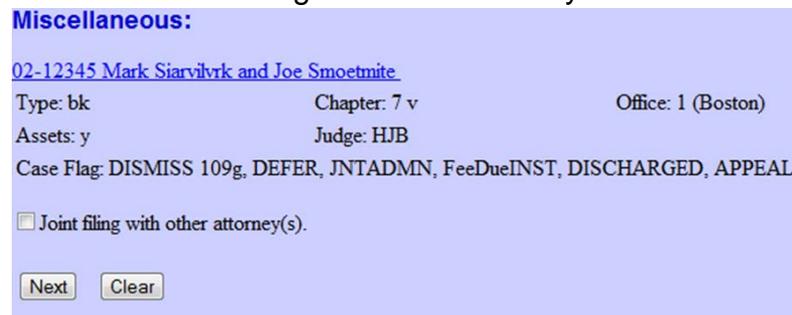
**Step 3** Check your case number and Click **Next**

A screenshot of a form titled 'Miscellaneous'. It has a 'Case Number' label above a text input field. The input field contains the text '1:02-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

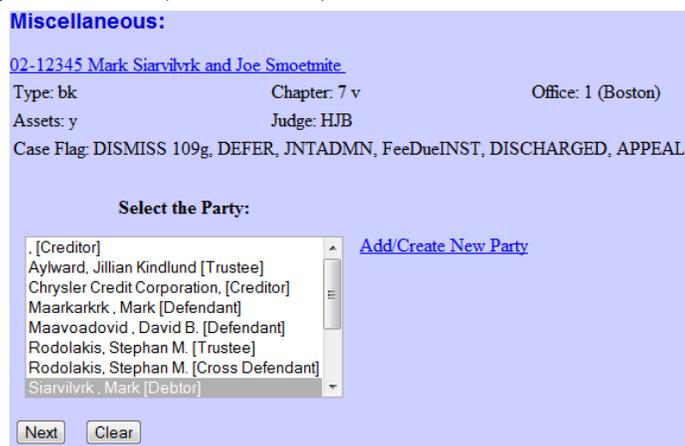
**Step 4** You will see a list of available events. You can start typing the word “declaration” or scroll down to find and select the event.



**Step 5** Click **Next** at the Joint Filing with Other Attorney screen



**Step 6** Select your client (the debtor) from the box and click **Next**



**Step 7** If there was a problem opening your case the first time and no association between you and your client was created, you will need to check a box here

and click Next again. If there was no problem, then no box will appear. Click Next.

**Step 8** Browse and attach your Declaration and Click **Next**.

**Miscellaneous:**

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

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**Filename**

**Attachments to Document:**  No  Yes

**Step 9** Place a check mark in the refer to existing events box and Click Next

**Miscellaneous:**

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

**Refer to existing event(s)?**

**Step 10** Highlight all the categories by placing your mouse point on **Answer**, hold the left mouse button down and pull the mouse toward you and Click **Next**.

**Miscellaneous:**

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Select the category to which your event relates.

- creditrd
- crt\_gen
- misc
- motion
- notice
- order
- plan
- transcriber
- trustee
- utility

**Filed**   **to**

**Documents**  **to**

**Step 11** Place a check mark next to the Voluntary Petition (linking the Declaration to the Petition) and Click **Next**.

**Miscellaneous:**

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Select the appropriate event(s) to which your event relates:

- 01/06/2011 [1](#) Chapter 7 Voluntary Petition All Schedules and Statements, Matrix and Disclosure of Attorney Compensation Filing Fee in the Amount of \$299 filed by Robert System. (attorney - garrity)
- 01/06/2011 Meeting of Creditors scheduled on 02/20/2011 at 09:00 AM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 04/21/2011. (attorney - garrity)
- 01/20/2012 [2](#) Motion filed by Debtor Robert System for Relief from Stay Re: Diamond Ring Fee Amount \$176, Objections due by 02/3/2012. (Attachments: # [1](#) Exhibit A) (Love, A)

**Step 12** Modify the text if necessary and Click **Next**.

**Miscellaneous:**

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Docket Text: Modify as Appropriate.

Declaration Re: Electronic Filing  (Re: [1] Voluntary Petition (Chapter 7)) filed by Debtor Robert System (Love, A)

**Step 13** Final Text. Proofread this screen carefully and click **Next**.

**Miscellaneous:**

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Docket Text: Final Text

Declaration Re: Electronic Filing (Re: [1] Voluntary Petition (Chapter 7)) filed by Debtor Robert System (Love, A)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?

**Note:** This is your final opportunity to review the docket text and make any corrections necessary. Click the browser **Back** button at the top of the screen to return to the needed screen to make corrections or click on Bankruptcy and start over.

Clicking **Next** commits the transaction to the database and can no longer be modified by you.

**Step 14** The **Notice of Electronic Filing** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

**Miscellaneous:**

11-10007 Robert System  
Type bk Chapter: 7 v Office: 1 (Boston)  
Assets: n Judge: JNF Case Flag: DetEd

United States Bankruptcy Court  
District of Massachusetts TRAIN DATABASE

Notice of Electronic Filing

The following transaction was received from M Murray entered on 3/13/2012 at 8:57 AM EDT and filed on 3/13/2012  
Case Name: Robert System  
Case Number: 11-10007  
Document Number: 7

**Docket Text:**  
Declaration Re: Electronic Filing (Re: [1] Voluntary Petition (Chapter 7)) filed by Debtor Robert System (Murray, M)

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

**Document description:**Main Document  
Original filename: O:\02-01-2006 Training Files\Abbot13Agmt.pdf  
**Electronic document Stamp:**  
[STAMP DocStamp\_ID=1021399670 [Date=3/13/2012] [FileNumber=173468-0]  
[519d8731450b6fd8b584ac2b9f11b24bfcdb996c4b694994da09b561e200b04bd  
71b3bae520738fa23af042b6c43b6d559011b894c83a82c2b1e4b50e7]]

**11-10007 Notice will be electronically mailed to:**

A Love on behalf of Debtor Robert System  
amber\_love@usab.uscourts.gov  
attorney - garity on behalf of Debtor Robert System  
ekern\_garity@usab.uscourts.gov

**11-10007 Notice will not be electronically mailed to:**

Kathleen P. Dwyer  
Ardiff & Morse, P. C.  
One Corporate Place