<u>How to File a Declaration Re: Electronic Filing</u>

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.

<u>To file the Declaration Re: Electronic Filing separately as an individual PDF document follow the steps below.</u>
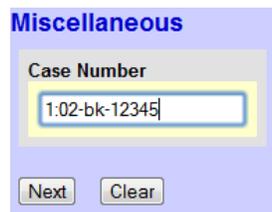
Step 1   Click **Bankruptcy** on the Main Menu Bar

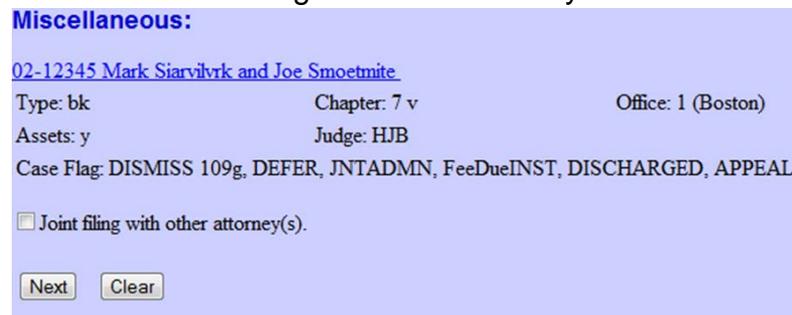**Step 2**   Select the **Other** Category

Bankruptcy Events

Open BK Case
Open Involuntary Case
Appeal
Motions/Applications
Answer/Response...
Plan
Misc/Other
Notices
Claim Actions....
Batch Filings
File Claims
Creditor Maintenance...
Judge/Trustee Assignment
Case Upload

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

Miscellaneous

Case Number
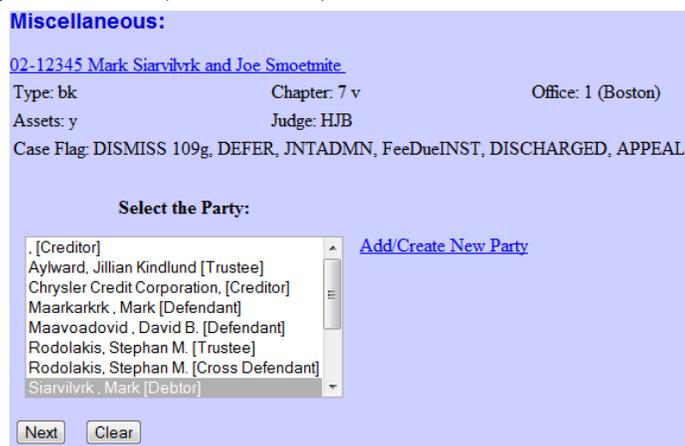
1:02-bk-12345

[Next] [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

Filename

[   ] [Browse...]

Attachments to Document: ⦿ No ○ Yes

[Next] [Clear]

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)?**

[Next] [Clear]

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.

crditcrd
crt_gen
misc
motion
notice
order
plan
transcriber
trustee
utility

Filed [   ] 🗓 **to** [   ] 🗓

Documents [   ] **to** [   ]

[Next] [Clear]

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)

[Next] [Clear]

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)

[Next] [Clear]

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?
[Next] [Clear]

   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.