

## Involuntary Case Opening

- Step 1** Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.
- Step 2** The **BANKRUPTCY EVENTS** screen appears.
- Step 3** Click on the **Open an Involuntary Case** hyperlink.
- Step 4** Select Chapter type.
- Click **[Next]**.
  - Search for a debtor, if you cannot locate the debtor, select **add/create new party**.
  - Click **[Submit]**.
  - Search for a petitioning creditor, if you cannot locate this information, select **add/create new party**.
  - If you are the filing attorney for this party, **check the box** next to the below sentence:  
  
***The user opening the case is the filing attorney for this party.***
  - Click **[Submit]**.
  - Search for additional petitioning creditors, if none, click **End petitioning creditor selection**.
  - The system will produce the **Divisional Office** assignment.
  - Click **[Next]**.
  - The system will display the **STATISTICAL DATA**. Click the appropriate boxes.
  - Click **[Next]**.
  - Select browse to associate the PDF.

- Click **[Next]**.
- Click **[Next]**.
- View the final docket text.
- Click **[Next]**.