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Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

The **BANKRUPTCY EVENTS** screen displays.

Click **Open an Involuntary Case** hyperlink.

Select Chapter type.

Click **Next**.

Search for a [debtor](#)ⁱ, if not found add/create new party.

Click **Submit**.

Search for a petitioning [creditor](#)ⁱ, if not found add/create new party.

Click **Submit**.

Check the box next to 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**.

System will display the Divisional Office assignment.

Click **Next**.

System will display STATISTICAL DATA click appropriate boxes.

Click **Next**.

Select **Nature of debt**.

Click **Next**.

Select browse to associate the pdf.

Click **Next**.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Case Opening - Bankruptcy

Source URL (modified on 04/20/2016 - 3:12pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/involuntary-case-opening>