

### [Request for Debtor to File Tax Information](#)

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

- Click **Miscellaneous** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Request for Debtor to File Tax Information**, click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

**Place** a check mark in the box to establish the association.

- Click **Next**.
- Associate the pdf file of the **Request for Debtor to File Tax Information**, click **Next**.

**Note:** Tax Return Due Date will display.

- Click **Next**.
- Edit the docket text if necessary.
- Click **Next**.
- **Review final docket text.**

- Click **Next**.

## **Request for Debtor to File Tax Information**

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**Manual Chapter:** Miscellaneous

**Source URL (modified on 04/20/2016 - 4:49pm):** <https://www.canb.uscourts.gov/ecf/efiling-manual/request-debtor-file-tax-information>