

### [Involuntary Case Opening](#)

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, if not found add/create new party.
- Click **Submit**.
- Search for a petitioning creditor, 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.

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- Click **Next**.
  
- Click **Next**.
  
- ***Review final docket text.***
  
- Click **Next**.

**Manual Chapter:** Case Opening - Bankruptcy

**Source URL (modified on 04/20/2016 - 3:12pm):** <https://www.canb.uscourts.gov/ecf/efiling-manual/involuntary-case-opening>