



## UNITED STATES BANKRUPTCY COURT DISTRICT OF IDAHO

### CM/ECF TRAINING GUIDE FOR ATTORNEYS

#### Open Voluntary Bankruptcy Case:

Filing Requirements (Forms needed). For all current forms, please visit [https://id.uscourts.gov/bankruptcy/forms\\_fees\\_rules/Forms.cfm](https://id.uscourts.gov/bankruptcy/forms_fees_rules/Forms.cfm):

- Voluntary Petition (Required at time of filing)
- Your Statement About Your Social Security Numbers (Required at time of filing)
- A typed mailing matrix of at least one creditor. A fee will be charged for adding creditors later. (Required at time of filing)
- Filing fee, an Application for Individuals to Pay the Filing Fee in Installments, or an Application to have the Chapter 7 Filing Fee Waived. (Required at time of filing)
- Signature pages: Petition signatures of attorney and debtor; Declaration of Schedules and Statement of Financial Affairs. (Required at the time of filing or within 5 days)

#### **Documents required within 14 days from the date the petition was filed, if not filed at case opening:**

- Certificate of Credit Counseling – Credit counseling needs to be completed within 180 days before filing a bankruptcy petition
- Disclosure of Compensation
- Attorney Representation Agreement signed by attorney and debtors. (Bankruptcy Local Rule 2016-1)
- Schedules A-J, a Summary of Schedules and Statement of Financial Affairs
- Statement of Intent
- Employee Income Records (60 days prior to filing)
- Chapter 7 or 13 Means Test Calculation and supplements as needed
- Domestic Support Obligation (Local Idaho Form)
- Model Retention Agreement (if using in Ch. 13 case)
- **Plans will need to be filed in Chapter 11, 12 and 13 cases**
  - Chapter 13 Plan (Local Idaho Form)
  - Chapter 11 Plan (Local Idaho Form) – due within 120 days from the date of filing the petition.

- Disclosure Statement Due within 120 days from the filing of the petition.
- Chapter 12 Plan - Due within 90 days after the filing of the petition.

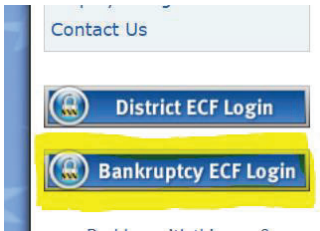
\*Regardless of whether you are uploading documents using bankruptcy filing software, or if you are filing the case manually, the requirements are the same.

\*\*NOTE: if filing a Business/Corporate case, there are different requirements for filing. Please call the Clerk's office if you have any questions on which documents to file.

### **ECF Filing Steps to Open a Voluntary Bankruptcy Case:**

\*Tip: Before you begin filing, have all documents completed and scanned to PDF format and saved in a place where you can easily locate them.

- Log into Bankruptcy ECF: Go to the District of Idaho's website at [id.uscourts.gov](http://id.uscourts.gov) and look for the blue bar:



- This will take you to PACER where you must log in using your PACER credentials.

➔ Idaho Bankruptcy Court (test) Login  
\* Required Information

Username \*

Password \*

Client Code

- This should take you to the main filing screen:



- Select [Bankruptcy > Open BK case].



- Select the Chapter, whether it is a Joint Petition, and mark 'y' if there are any deficient documents.

**Open New Bankruptcy Case**

Case type bk  
 Date filed 1/10/2024  
 Chapter   
 Joint Petition   
 Deficiencies

- Search for a debtor by entering a social security number. Always create new party, even if the debtor has filed previously. The debtor information should match the information on the petition. Be sure to pick the correct county when entering in the address information.

**Open New Bankruptcy Case**

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Search for a debtor

SSN / ITIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

**Debtor Information**

Last name  First name

Middle name  Generation  Title

SSN/ITIN   Tax Id/EIN

Office  Address 1

Address 2  Address 3

City  State ID  Zip

County  Country

Phone  Fax

E-mail

Party text

Add all aliases and corporate parents or affiliates before clicking the Submit button.

- Enter aliases, if there are any, and/or any business names and click [Submit].

Add all aliases and corporate parents or affiliates before clicking the Submit button.

- A message will appear that says “Warning: The Tax ID/EIN is blank.” Click [OK].
- The information needed for the next screen can be found in part 6 of the voluntary petition. Chapter 7 cases are always opened as no asset cases. Chapter 11, 12, and 13 cases are always opened as asset cases.

**Open New Bankruptcy Case**

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: No

Estimated number of creditors: 1 - 49

Estimated assets: \$100,001 to \$500,000

Estimated liabilities: \$100,001 to \$500,000

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

Next Clear

- The Summary of Assets and Liabilities and Certain Statistical Information can be found on the Summary of Schedules. If schedules are not filed with the voluntary petition, bypass this screen.

**Open New Bankruptcy Case**

**New Statistical Reporting Requirements:** You Are Now Required to Input Totals From Schedules A/B,D,E/F,I,J, J-2, Current Mo Form B106 Summary of Schedules.

**Summary of Assets and Liabilities and Certain Statistical Information**

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property			
Schedule A/B - Total Personal Property			
Schedule D - Total Secured Claims			
Schedule E/F - Total Priority Unsecured Claims			
Schedule E/F - Total Nonpriority Unsecured Claims			
Schedule I - Monthly Income			
Schedule J - Monthly Expenses			
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			
<b>Total Nondischargeable Debt (Official Form 106Sum, 9g)</b>			
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or total nondischargeable debt is not known			

Next Clear

- The information on the next screen does not have to be completed, so it can be bypassed. A warning message will pop up. Click [OK].
- If there were deficiencies marked in step 2, mark the check boxes for any deficiencies on the form. Do not mark each individual schedule if the schedules have not been filed. Choose Schedules-A-J.

**Open New Bankruptcy Case**

**Deficiency List**

*Check item(s) NOT included in the petition*

- Attorney Disclosure Statement
- BPP Del Sign (Form 119)
- BPP Disclosure of Comp
- Cred. Counsel Cert. Due
- Domestic Support Stmt
- Employee Income Records
- Eviction Judgmt Stmt Form 101A
- Income and Expense Statement
- Ch 7 Income Form 122A-1
- Means Test Exempt 122A-1Supp
- Means Test Calculation 122A-2
- Schedule A/B
- Schedule C
- Schedule D
- Schedule E/F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule J-2
- Schedules A/B-J
- Statement of Intent
- Stmt. of Fin. Affairs
- Summary of Schedules

Next Clear

- Browse to select the voluntary petition & schedules pdf file. (The Summary of Schedules, Schedules A-J, Statement of Financial Affairs, Statement of Intent and Matrix should all be in one PDF)

**Open New Bankruptcy Case**

**Filename**

Choose File Voluntary P...dividuals.pdf

**Attachments to Document:**  No  Yes

Next Clear

- The incomplete filings due date will appear on the next screen (if deficiencies were marked)
- In Chapter 7 cases, a choice will have to be made as to whether there is presumption of abuse. This information is found on the Chapter 7 means test in the upper right-hand corner.
- Follow payments screens. At the receipt screen, do not enter anything in the receipt field.
- Verify/modify the final docket text; once correct, click [Next] to submit your document(s).

**Open New Bankruptcy Case**

**Docket Text: Modify as Appropriate.**

Chapter 7 Voluntary Petition for Individuals. [redacted] Fee Amount \$338 Filed by Test Debtor Attorney Disclosure Statement due 01/24/2024. Statement of Domestic Support due 01/24/2024. Employee Income Records due 01/24/2024. Statement of Current Monthly Income and Means Test Form 122A-1 due 01/24/2024. Chapter 7 Means Test Exemption Form 122A-1Supp Due:01/24/2024. Schedules A/B-J due 01/24/2024. Incomplete Filings due by 01/24/2024. (ldb, AttorneyTest)

Next Clear

- Please make sure you have redacted any sensitive information from the documents that you are attaching.

**Open new Bankruptcy Case**

**Docket Text: Final Text**  
 Chapter 7 Voluntary Petition for Individuals. Fee Amount \$338 Filed by Test Debtor Attorney Disclosure Statement due 01/24/2024. Statement of Domestic Support due 01/24/2024. Employee Income Records due 01/24/2024. Statement of Current Monthly Income and Means Test Form 122A-1 due 01/24/2024. Chapter 7 Means Test Exemption Form 122A-1Supp Due:01/24/2024. Schedules A/B-J due 01/24/2024. Incomplete Filings due by 01/24/2024. (ldb, AttorneyTest)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
 Have you redacted?

- Once the filing of the petition and schedules has been completed, you should have a case number.

**Open New Bankruptcy Case**

U.S. Bankruptcy Court  
 District of Idaho [TEST]

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from AttorneyTest Idb entered on 1/10/2024 at 5:09 PM MT and filed on 1/10/2024

**Case Name:** Test Debtor  
**Case Number:** 24-00000  
**Document Number:** 1

**Docket Text:**  
 Chapter 7 Voluntary Petition for Individuals. Fee Amount \$338 Filed by Test Debtor Attorney Disclosure Statement due 01/24/2024. Statement of Do and Means Test Form 122A-1 due 01/24/2024. Chapter 7 Means Test Exemption Form 122A-1Supp Due:01/24/2024. Schedules A/B-J due 01/24/2024

**NOTE: If filing a Chapter 13 case, this is the time to file your Chapter 13 Plan. It needs to be filed as the second document after the petition & schedules.**

- The Plan event is located under Bankruptcy Events-Plan.
- Next, upload your list of creditors in .txt format

**Bankruptcy Events**

- [Answer/Response...](#)
- [Appeal](#)
- [Batch Filings](#)
- [Claim Actions](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open BK Case](#)
- [Open Involuntary Case](#)
- [Other](#)
- [Plan](#)

**Creditor Maintenance**

- [Upload list of creditors file](#)
- [Edit creditors](#)

**Load Creditor Information**

Case number 1:24-bk-0

Enter name of file and click on Next  
 Example: c:\creditor.txt  Chapter 7\_Matrix.txt

- Run the Judge/Trustee Assignment under Bankruptcy events. This will assign the judge and trustee based on the county listed for the debtors.

**Bankruptcy Events**

<a href="#">Answer/Response...</a>	<a href="#">Case Upload</a>	<b>Orders</b>
<a href="#">Appeal</a>	<a href="#">Claims Upload (REQUIRES ZIP FILE)</a>	<a href="#">Orders-Judge Pappas Proposed</a>
<a href="#">Batch Filings</a>		<a href="#">Orders-Judge Hillen Proposed</a>
<a href="#">Claim Actions</a>		<a href="#">Orders-Judge Meier Proposed</a>
<a href="#">Creditor Maintenance...</a>		
<a href="#">File Claims</a>	<a href="#">Judge Trustee Assignment</a>	
<a href="#">Motions/Applications</a>		
<a href="#">Notices</a>		
<a href="#">Open BK Case</a>		
<a href="#">Open Involuntary Case</a>		
<a href="#">Other</a>		
<a href="#">Plan</a>		

- The social security form should be filed immediately after the voluntary petition as a separate docket event. Select [Sealed Social Security Form B121] from the [Other] event list.

**Bankruptcy Events**

<a href="#">Answer/Response...</a>
<a href="#">Appeal</a>
<a href="#">Batch Filings</a>
<a href="#">Claim Actions</a>
<a href="#">Creditor Maintenance...</a>
<a href="#">File Claims</a>
<a href="#">Motions/Applications</a>
<a href="#">Notices</a>
<a href="#">Open BK Case</a>
<a href="#">Open Involuntary Case</a>
<a href="#">Other</a>
<a href="#">Plan</a>

**Miscellaneous**

24-00000 Test Debtor

Type: bk	Chapter: 7 v
Assets: n	Case Flag: Defic, Count DebtEd, DOMSUPP

Start typing to f

**Available Events** (click to select events)

- Schedule of Post Petition Debts
- Schedule[s] (Not Amended)
- Sealed Document
- Signature page(s)
- Small Business Monthly Operating Report (Form B25C)
- Social Security Statement (SEALED)**
- Statement About Payment of Eviction Judgment (Form 101B)
- Statement in Support of Reaffirmation Agreement
- Statement of Compliance
- Statement of Debtor's Temporary Exclusion from Means Test
- Statement of Disputed/Undisputed Facts
- Statement of Domestic Support Obligations
- Statement of Financial Affairs
- Statement of Good Faith
- Statement of Intent
- Statement of Issues

Next Clear

- Continue filing the rest of the documents one by one. Event names will be listed under the [Other] event list.



## Opening an Adversary Proceeding (Complaint):

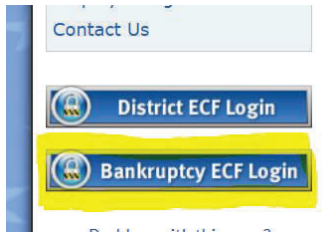
### Filing Requirements:

- Please review Bankruptcy Local Rule 7003-1 Commencement of Adversary Proceedings
- Complaint
- Adversary Cover Sheet
- Summons
- Filing fee

### To Open an Adversary Proceeding:

\*Tip: Before you begin filing, have all documents completed and scanned to PDF format and saved in a place where you can easily locate them.

- Log into Bankruptcy ECF: Go to the District of Idaho's website at [id.uscourts.gov](http://id.uscourts.gov) and look for the blue bar.



- Log in to PACER using PACER credentials.

#### ➔ Idaho Bankruptcy Court (test) Login

\* Required Information

Username \*

Password \*

Client Code

Login

Clear

- This should take you to the main filing screen.



- Select [Adversary > Adversary Case Opening].



- The case type is ap. Choose “y” for Complaint and click [Next].

**Open Adversary Case**

**IF YOU ARE FILING A NOTICE OF REMOVAL select 'n' next to Complaint and '2 Removed from Non-BK Court' next to Origin**

Case type ap  
 Date filed 1/10/2024  
 Complaint

- Leave this screen as is and hit [Next].

**Open Adversary Case**

Lead case number

Association type

- Select the correct office. The office where the main bankruptcy case was assigned.
- Search for the plaintiff. If the party is in the party search results, click on [Select Name from List]. If the party is not listed, click on [Create New Party]. The Role in Bankruptcy Case cannot be blank. There may be warnings that a field is blank. If not applicable, click [Ok].
- Enter aliases if there are any and click [Submit].
- If there are any, search for additional plaintiff(s). If there are no additional plaintiffs, click [End Plaintiff Selection].
- Next, search for a defendant. If the party is in the party search results, click on [Select Name from List]. If the party is not listed, select [Create New Party]. The Role in Bankruptcy Case cannot be blank. Do not enter the defendant's attorney. The defendant's attorney (if they have one) will be added to the proceeding when they file a notice of appearance or an answer to the complaint. There may be warnings that a field is blank, if not applicable click [OK].
- If there are any, search for additional defendant(s). If there are no additional defendants, click [End Defendant Selection].

- The information to complete the next screen can be found on the cover sheet. Enter the appropriate information and click [Next].
  - Enter the lead (bankruptcy) case number. Leave Adversary as the Association type and click [Next].
  - The next screen will display a message with who the case is assigned to and the division. If the division or lead bankruptcy case number are not correct, the filing process will have to be restarted to correct the error.
  - Browse to attach the complaint pdf and any attachments. The cover sheet should be the first attachment, then the Summons second.
  - The next screen is the fee screen, which cannot be edited. Click [Next].
  - Verify/modify the final docket text. Once correct, click [Next] to submit your document(s).
  - At the Notice of Electronic Filing screen, the adversary number will appear, and the main case number will display below.
  - No adversary proceeding pleadings including complaints should be filed in the main case.
  - When filing future documents in the adversary case, you may use any events listed under Bankruptcy events, as well as the Adversary events, but please remember to put in the adversary case number.
-

## File a Notice of Removal:

The following documents are required when removing a case to this court:

- The Notice of Removal which should be signed pursuant to FRBP 9011 and contain a short and plain statement of the facts which entitle the party filing the notice to remove, contain a statement that upon removal of the claim or cause of action the party filing the notice does or does not consent to entry of final orders or judgment by the bankruptcy court, and be accompanied by a copy of all process and pleadings.
- A Certificate of Service indicating all parties have been served the notice of the removal.
- Adversary filing fee (unless exempt from paying if filed by debtor)
- Adversary cover sheet (filed as an attachment or supplement)
- A complete copy of the pending state court file. If the files are too large, then attach the docket sheet from the state court action and bring a thumb drive to the clerk's office that contains all the state court documents.

Make sure the parties entered match the designations of the state court case.

No Summons needs to be issued for the defendant.

Notice of Removal is opened as a new adversary case using Adversary events\Adversary Case Opening.

### Open Adversary Case

**IF YOU ARE FILING A NOTICE OF REMOVAL select 'n' next to Complaint and '2 Removed from Non-BK Court' next to Origin**

Case type	ap	Case number	<input type="text"/>
Date filed	<input type="text" value="1/17/2024"/>		
Complaint	<input type="text" value="n"/>		
Origin	<input type="text" value="2 Removed From Non-Bk Court"/>		
<input type="button" value="Next"/>	<input type="button" value="Clear"/>		

- Select 'n' next to Complaint.
- Select '2' - Removed from Non-BK Court.
- Leave Case Number blank.

### Open Adversary Case

Lead case number

Association type

- Leave this screen as is and hit [Next].

### Open Adversary Case

**No valid Lead Case entered**

Please manually select a Divisional Office

Judge Assignment

Add judge

- Select the correct office. The office where the main bankruptcy case was assigned.

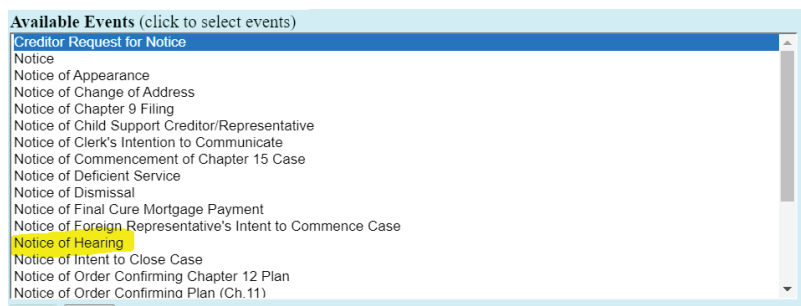
Continue with the following:

- Add Plaintiff from state court docket and attorney.
- Add Defendant from state court docket.
- Nature of Suit - 01 determination of removed claim or cause.
- Fill out party code.
- Fill out demand amount.
- State law 'y'
- Attach the notice of removal and add additional attachments: state court docs and adversary cover sheet.

## File a Notice of Hearing:

### Filing Requirements:

- The first step is to always call the courtroom deputy for the judge handling your case. She will give you an available date and time for a hearing. Their contact information is listed on our website at: [https://id.uscourts.gov/bankruptcy/judges/Courtroom\\_Deputies.cfm](https://id.uscourts.gov/bankruptcy/judges/Courtroom_Deputies.cfm)
- Review the Local Rules regarding Notice and Hearing for the District of Idaho. [https://id.uscourts.gov/bankruptcy/forms\\_fees\\_rules/Rules.cfm](https://id.uscourts.gov/bankruptcy/forms_fees_rules/Rules.cfm)
- Prepare your notice of hearing and save as a PDF. Please note for telephonic hearings you will need to add the judge's call-in number and access code to your hearing notice.
- Docket the Notice of Hearing Select [Bankruptcy > Notices > Notice of Hearing].



- Continue to follow the steps as directed.
- Be sure to select the correct hearing type when asked to do so. Do not choose Miscellaneous Hearing unless there is no type available for your motion or objection.
- Be sure to answer all the questions for location, date and time of hearing. This will put the hearing on the judge's calendar, as well as the public calendar. (NOTE: for hearings for Northern or Central Idaho cases, please select the time where the judge will be located, i.e., 10:00 Mountain/9:00 Pacific (Judge is sitting in Boise but holding the hearing telephonically)). Please always call the clerk's office with any questions.
- Attach your Notice of Hearing and relate it to your motion or objection.

## **File a Motion:**

### **Filing Requirements:**

- Review the Local Rules regarding Notice and Hearing for the District of Idaho.  
[https://id.uscourts.gov/bankruptcy/forms\\_fees\\_rules/Rules.cfm](https://id.uscourts.gov/bankruptcy/forms_fees_rules/Rules.cfm)
- Prepare your motion and any supporting documents and save as PDF documents. Please determine whether you are using negative noticing, or if you will be setting the matter for a hearing.
- Docket the motion- Select [Bankruptcy > Motions/Applications] and select the correct category for your motion.

#### **Bankruptcy Events**

[Answer/Response...](#)  
[Appeal](#)  
[Batch Filings](#)  
[Claim Actions](#)  
[Court Events](#)  
[Creditor Filings](#)  
[Creditor Maintenance...](#)  
[File Claims](#)  
[Motions/Applications](#)  
[Multi-Case Docketing](#)  
[Notices](#)  
[Personal Financial Mgt Certificates](#)  
[Open BK Case](#)  
[Open Involuntary Case](#)  
[Orders/Opinions...](#)

- Follow the steps as directed.
- If filing a motion in an adversary proceeding, you can use any of the motion events listed under the bankruptcy category but be sure to enter the correct adversary case number if doing so.
- Attach your motion. Attach any supporting documents currently as well.

## **Adding Additional Attachments:**

- After attaching a main document, mark the radio button Yes to add attachments.
- Browse for the appropriate pdf file.
- Select a Category and/or description and click [Add to List]. Click [Next].
- The attachment will appear in the attachment list. If there are additional attachments to add, repeat the steps above.
- Once all the attachments have been added, click [Next].

## **Proposed Orders:**

- Proposed orders are to be emailed to the presiding judge's email box at: Bankruptcy\_Orders@id.uscourts.gov in **Word** format.
  - The subject line of the email should have the Debtor(s) last name, case number, and docket number.
  - For more information on Form of Orders please review Idaho Local Bankruptcy Rule 9004-1. [https://id.uscourts.gov/bankruptcy/forms\\_fees\\_rules/Rules.cfm](https://id.uscourts.gov/bankruptcy/forms_fees_rules/Rules.cfm)
-



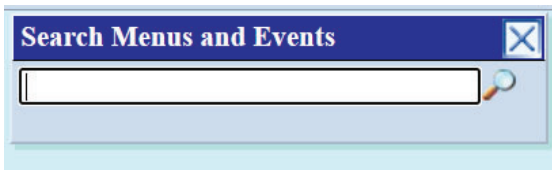
## Search Function:

The search function is a simple way to check if there is a menu item or an event that matches the pleading being filed.

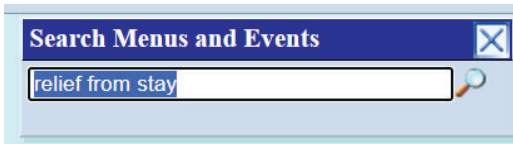
- Click [Search] on the main menu bar at the top of the screen.



- A text box pops up in the upper right-hand corner.



- Type in key word(s) to be searched and click the [Search Icon] or click [Enter].



- All events that include the key word(s) will be listed and organized by the event category in which the event can be found. Clicking on the event in the search list will allow for immediate docketing of the event without having to go to the event menu.

### Search results for 'relief from stay'

5 events found

#### Bankruptcy Events → Motions/Applications

[Relief from Stay](#)

[Relief from Co-Debtor Stay](#)

[Ex Parte Motion For Relief From Stay](#)

#### Bankruptcy Events → Other

[Objection to Motion for Relief from Stay and Notice of Hearing](#)

[Stipulation for Relief from Stay](#)