

## ECF Training Program

Presented by the Clerk's Office of the Bankruptcy Court, Northern District of Illinois

### Steps for Filing a Bankruptcy Case and an Adversary Case

<b>Bankruptcy Case</b>	<b>Adversary Case</b>
1. Open Case (See on-line manual)	1. Get status hearing date from Judge(s) Home Page
2. Click Run Judge/Trustee button to assign judge and trustee <b>or</b> Click Continue Filing button and run judge/trustee assignment after all cases have been filed	2. Open Case (See on-line manual)
3. Click Pay Now button to pay for case filing <b>or</b> Click Continue Filing button and pay after all cases have been filed	3. Print Issued Summons for service
4. Upload Creditors	4. Save Issued Summon as a PDF document <i>(this pdf document will be merged with the certificate of service pdf when you are ready to file the Summons Service Executed)</i>
5. File Statement of Social Security Number(s)	5. Click Pay Now button to pay for case filing <b>or</b> Click Continue Filing button and pay after all cases have been filed.
6. File Statement of Current Monthly Income <i>(All cases of individual debtors)</i>	
7. File Certificate of Credit Counseling <i>(All cases of individual debtors)</i>	
8. File Declaration Regarding Electronic Filing	
9. File Chapter 13 Plan <i>(if applicable)</i>	
10. File Application to Pay Filing Fee in Installments <i>(if applicable)</i>	