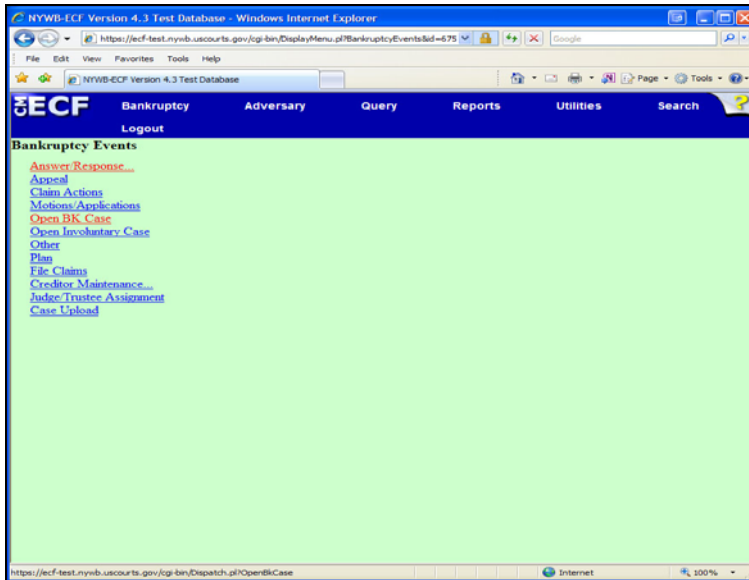


U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition



To begin, from the blue bar, click on the word: Bankruptcy

Click: Open BK Case

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?OpenBkCase". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The application's navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". A "Logout" link is also present. The main content area is titled "Open New Bankruptcy Case" and contains the following form fields: "Case type bk:" with a dropdown menu, "Date filed 11/8/2012", "Chapter 7" with a dropdown menu, "Joint Petition n" with a dropdown menu, and "Deficiencies n" with a dropdown menu. At the bottom of the form are "Next" and "Clear" buttons. The status bar at the bottom of the browser window shows "Done" and "Internet" with a 100% zoom level.

Open New Bankruptcy Case:

- Chapter must be selected.
- Change Joint Petition to 'y' , if appropriate.

To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer

https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?273403663948526

File Edit View Favorites Tools Help

NYWB-ECF Version 4.3 Test Database

ECF Bankruptcy Adversary Query Reports Utilities Search

Logout

Open New Bankruptcy Case

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Done Internet 100%

Search for a debtor

- Last/Business name field, enter the debtor's last name or the business name
- First Name field, enter the debtor's first name

Then click: Search

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer

https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?381647972773703

File Edit View Favorites Tools Help

NYWB-ECF Version 4.3 Test Database

Logout

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Party search results

Shelby, Lisa M., 69 Yemen Road, Lancaster, NY
Shelby, Meko, 1 Main St., Rochester, NY
Shelby, Meko, 987 Center Road, Elmira, NY

Select name from list Create new party

Party search results:

- If the name is an EXACT match to your pdf, click on it once, then click: Select name from list.
- If the name is NOT an exact match, click: Create new party

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer

https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?669914549054996-L_1_0-1

File Edit View Favorites Tools Help

NYWB-ECF Version 4.3 Test Database

Logout

Debtor Information

Last name: Shelby First name: Lisa

Middle name: Generation: Title:

SSN / ITIN: 222-11-1234 Tax ID / EIN: 11-2222222

Office: Address 1:

Address 2: Address 3:

City: State: Zip:

County: Country: Country:

Phone: Fax:

E-mail:

Party text:

Alias: Corporate parent / affiliate: Review: Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Debtor Information:

You MUST enter the:

- Social Security Number
- Street Address
- City, State Abbreviation, Zip Code
- County

DO NOT enter the Debtor's phone number

DO NOT enter the Country

Party text field is for descriptive information about the debtor;
for example: Former Officer of John Doe's Shoes

See next page for adding an Alias

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-test.nywb.circ2.don/cgi-bin/AddParty.pl?398057535048196-L_1-1-1". The browser window displays the "NYWB-ECF" application interface with a navigation menu at the top: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the menu is a "Logout" link. The main content area is titled "Alias Information (Party Shelby, Meko)" and contains a table with five rows and five columns: "Last/Business name", "First name", "Middle name", "Generation", and "Role". The "Role" column has a dropdown menu with options: "aka", "oba", "foba", "fca", "oref", and "aka". Below the table are two buttons: "Add aliases" and "Clear". A note below the buttons reads: "Click the Add aliases button to return to the Party screen and submit all information for this party."

	Last/Business name	First name	Middle name	Generation	Role
1					aka
2					oba
3					foba
4					fca
5					oref

Click the Add aliases button to return to the Party screen and submit all information for this party.

Alias Information:

- In the Last/Business name field:
enter the Last Name ONLY or the entire name of the Business
- In the First name field:
enter the First Name ONLY, leave blank for a business
- In the Generation field: enter: Jr., Sr., III
- Always select a Role from the drop down box

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.uscourts.gov/cgi-bin/AddParty.pl?7710590651247258-4_9999_1". The page has a blue header with the "ECF" logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the header is a "Logout" link. The main form is titled "Debtor Information" and contains the following fields:

- Debtor Information:**
 - Lisa M. Shelby** SSN / ITIN: 000-00-0000
 - Office:** [Text Field]
 - Address 1:** 69 Yemen Road
 - Address 2:** [Text Field]
 - Address 3:** [Text Field]
 - City:** Lancaster
 - State:** NY
 - Zip:** 14222
 - County:** ERIE-NY (36029)
 - Country:** [Text Field]
 - Phone:** [Text Field]
 - Fax:** [Text Field]
 - E-mail:** [Text Field]
 - Party text:** as Sole Shareholder of Shelby's Shoe Store
- Aliases:** [Text Field] Corporate parent / affiliate [Text Field] **Review...** Add all aliases and corporate parents or affiliates before clicking the Submit button.
- Buttons:** Submit, Cancel, Clear

Debtor Information:

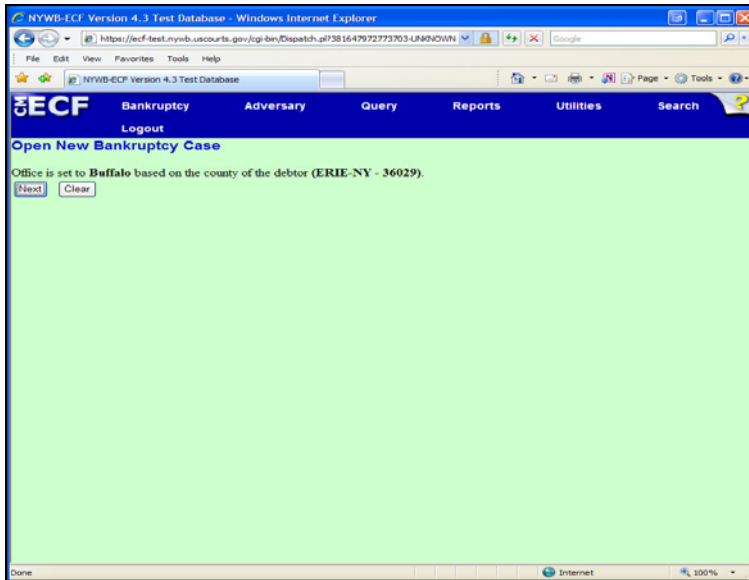
The Debtor has been added.

To continue, click: Submit

(If joint case, add the joint debtor)

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition



Verify the Office and County

Click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?103168778034957". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application's navigation bar has links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search, along with a Logout button. The main heading is "Open New Bankruptcy Case".

The form contains the following fields and options:

- Prior filing within last 8 years:** yes (selected)
- Fee status:** Paid (selected)
- Nature of debt:** business (selected)
- Asset notice:** No (selected)
- Estimated number of creditors:** 50 - 99 (selected)
- Estimated assets:** \$100,001 to \$500,000 (selected)
- Estimated liabilities:** \$100,001 to \$500,000 (selected)
- 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
 - ☒ Other
 - ☐ Tax-Exempt Entity

At the bottom left of the form are "Next" and "Clear" buttons.

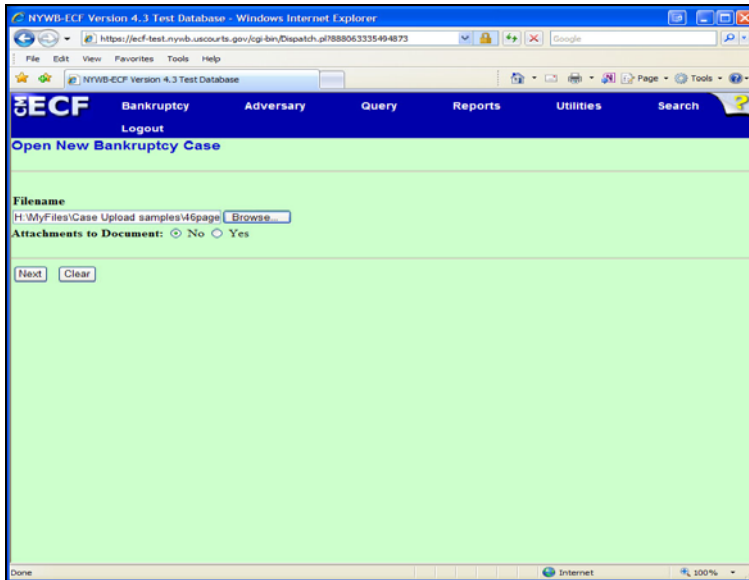
Statistical information is mandatory.

- If you are paying the Filing Fee in Full, select 'Paid' for the Fee status.
- If 'Installments' is selected for the Fee Status, the application must be filed immediately after submitting the new petition.

To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition



NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer

https://ecf-test.nywb.uscourts.gov/cgi-bin/Dispatch.pl?888063335494873

File Edit View Favorites Tools Help

NYWB-ECF Version 4.3 Test Database

ECF Bankruptcy Adversary Query Reports Utilities Search

Logout

Open New Bankruptcy Case

Filename

H:\MyFiles\Case Upload samples\46page

Attachments to Document: ☒ No ☐ Yes

Filename:

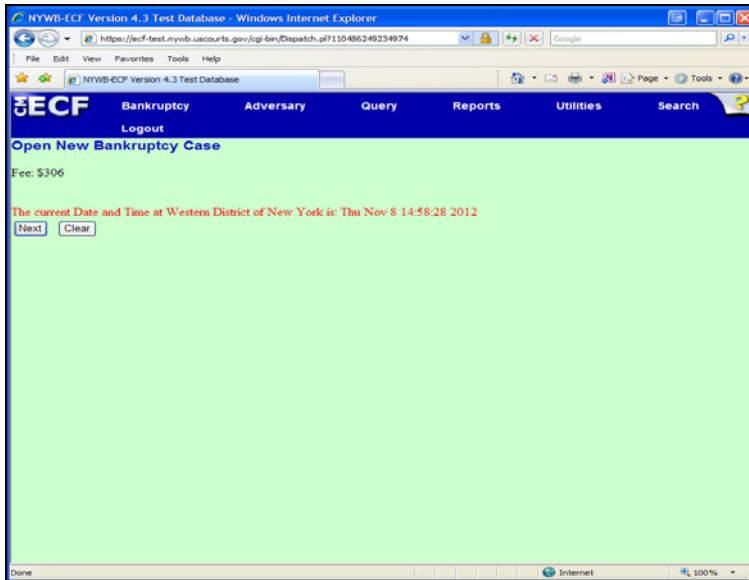
Click Browse to attach the ENTIRE petition.
All schedules and statements should be combined into 1 pdf.

- Do Not separate each schedule/statement.

To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition

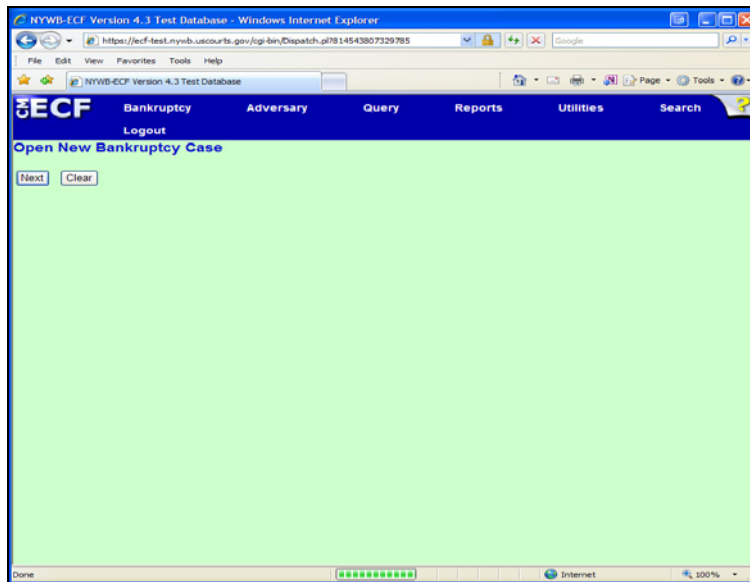


The Fee amount is displayed

To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

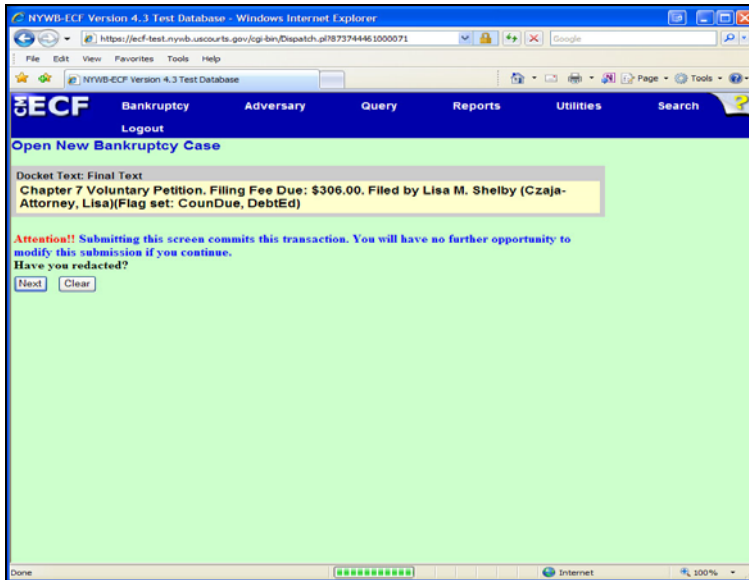
File a New Bankruptcy Petition



To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition



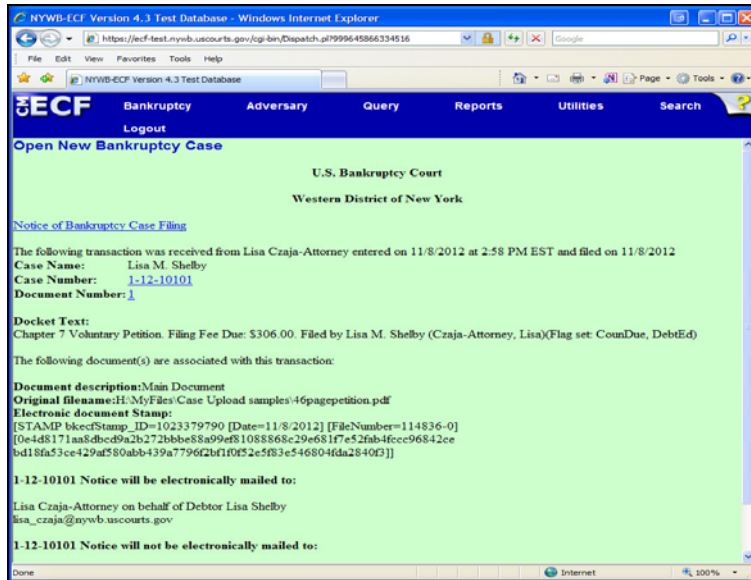
Docket Text: Final Text:

- This is the LAST screen before filing the petition. Verify the information in the docket text window before clicking Next.
- Have you redacted?

To continue, click: Next

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

File a New Bankruptcy Petition



Notice of Electronic Case Filing:

This is your receipt of filing.
The case number is displayed on this screen.