

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

TIPS FOR FILING PETITIONS ELECTRONICALLY

The Court generates notices for petitions filed by your office. The debtor's information (*e.g.*, name, address, etc.) in those notices appears exactly how it is entered into the Electronic Case Filing System. The Court reviews the docket sheets and modifies obvious errors. *For all future filings, please follow the instructions below.*

1. **When opening a petition, please choose the appropriate county carefully, based on the debtor's street address.**

If the debtor's street address is in New York or Bronx county, the case will be assigned to the court's divisional office in **Manhattan**.

If the debtor's street address is in Westchester or Rockland county, the case will be assigned to the court's divisional office in **White Plains**.

If the debtor's street address is in Dutchess, Orange, Putnam or Sullivan county, the case will be assigned to the court's divisional office in **Poughkeepsie**.

NOTE: If the mailing address is *different* from the street address, the street address determines the county for purposes of assignment to one of the three divisional offices (*i.e.*, Manhattan, White Plains or Poughkeepsie).

However, in all instances where a mailing address is being used, it is the mailing address (and *not* the street address) that should appear on the docket.

2. **All** filing fees are due **at the time of filing**. Failure to make prompt payment may result in the filer's account being locked and may result in the dismissal of your case.
3. If your petition is incomplete, please check (Y) to indicate "yes" for deficiencies, and select what is missing.
4. Please select the **ASSET** option for all Chapter 11 and Chapter 13 petitions.
5. Please add, if applicable, "USA" – without the use of any periods – in the "Country" field.
6. Do NOT type the debtor's information and address in ALL CAPITALS.
7. Do NOT enter the debtor's e-mail address or phone or fax number.
8. If the debtor has a middle initial, please use a period after the initial.
9. If the debtor has an alias, a former name or a business name (aka's, fka's or dba's), please add where indicated.
10. **All** of the debtor's information entered must match exactly what appears on the petition.
11. Be sure to add the full Social Security Number or the Tax Identification Number where indicated. Since the petition has listed on it only the last four digits of an individual debtor's social security number, it is essential that the full nine digits be entered accurately. NOTE: When filing a case electronically, do NOT include Official Form 121(Your Statement About Your Social Security Numbers) with your filing; instead, maintain the signed, original form in your paper files.
12. Payment advices (or other evidence of payment) received by an individual chapter 7, 12 or 13 debtor within 60 days prior to the filing of the petition from any employer are **not** to be filed with the court but, instead, are to be provided to the **case trustee**. [See Local Rule 4002-1.]
13. When filing a case on behalf of an individual debtor, please fully and carefully complete the **Statistical Summary screen** using accurate data taken from the Summary of Your Assets and Liabilities and Certain Statistical Information.

Please note that in addition to the schedules, statement of affairs and lists that are required to accompany the petition, a **list of creditors** – containing **all** parties listed or to be listed on Schedules D, E/F, G, and H – must be filed onto the case docket **and uploaded** into the creditor database of the ECF system **on the same day** that a petition is filed. This will permit the court to send out the notice in a timely manner. Instructions for uploading (into the creditor database of the ECF system) are located on the court's website, www.nysb.uscourts.gov, under "For Attorneys," "E-Filing Instructions and Filing Information" [click on "Manually Filing the 'Creditor Matrix' on ECF" or "Uploading the 'Creditor Matrix' on ECF"].

You may wish to provide a copy of these instructions to those who are responsible for entering information into the Electronic Case Filing System.