Docketing Preference – Filing Separate Attachments to a Main Document

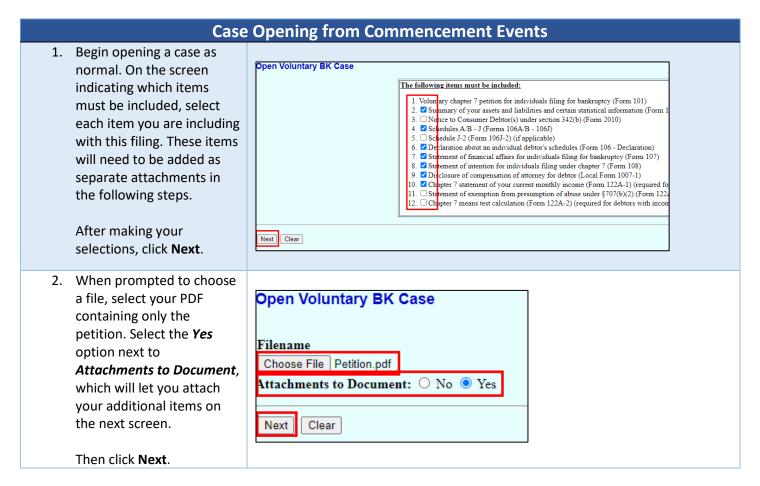
The clerk's office prefers that filers upload a main document with attachments instead of merging all documents into one PDF. Users utilizing filing software may need to contact their software vendor to determine if this option is available.

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Case Opening

When opening a case, file the petition as the main document and all other documents as attachments.



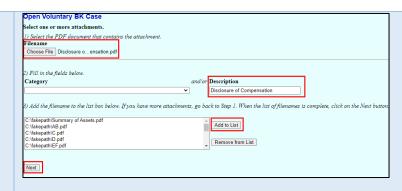
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- 3. Each of the additional items should be added as an attachment. Perform the following steps for each of the items:
 - a. Upload the file.
 - b. Select the category.
 - c. Provide a descriptive title.
 - d. Click Add to List.

If you add the wrong file or a duplicate file, you can remove it by selecting it in the list and clicking **Remove from List**.

4. This new process will change the look of the docket entry slightly. The entry will contain links in the docket text to each of the attachments instead of having just one document number linking to one large PDF.



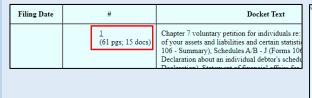
New process:

Chapter 7 voluntary petition for individuals re: Joe Debtor. Summary of your assets and liabilities and certain statistical information (Form 106-Summary). Schedules AB = 1 (Forms 106AB = 106T). Declaration about an individual debtor's schedules (Form 106 - Declaration). Statement of financial affairs for individuals filing for bankruptey (Form 107), Statement of intention for individuals filing under chapter 7 (Form 108). Disclosure of compensation of attorney for debtor (Local Form 1007-1), Chapter 7 statement of your current monthly income (Form 122A-1) (recurred for all debtors). Fee Amount 5338 00 (Attachments: #] Summary of Assets and Liabilities # 2 Schedule AB # 3 Schedule C # 3 Schedule D # 5 Schedule F# (Schedule F# 6) Schedule F# (Sched	Filing Date	#	Docket Text
	06/22/2022	1 (61 pgs; 15 docs)	of your assets and liabilities and certain statistical information (Form 106 - Summany, Schedules AB - 1 (Forms 106AB - 106T). Declaration about an individual debtor's schedules (Form 106 - Declaration), Statement of financial affairs for individuals filling for bankruptcy (Form 107). Statement of intention for individuals filling under chapter 7 (Form 108). Disclosure of compensation of attorney for debtor (Local Form 1007-1), Chapter 7 statement of your current monthly income (Form 120A - 1) (Focusived for all debtors). Fee Amount \$338.00 (Antachments: #1 Summary of Assets and Liabilities #2 Schedule G #3 Schedule G #8 Sc

Previous process:



5. To view a specific document from the initial filing, click the document number link and select from the list that appears.

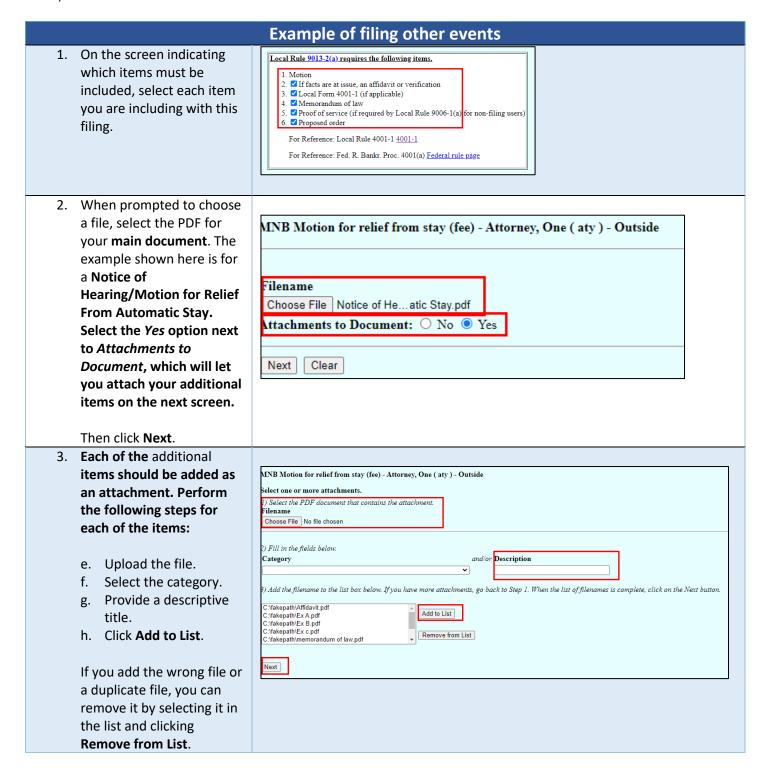




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Filing Other Events

When filing other events where there is a main document and one or more supporting documents, file the supporting documents as attachments in the same docket entry. For example, a motion filing will have the motion as the main document and additional items as attachments (such as local form 4000-1, the memorandum of law, and the proposed order).



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Cost Savings Advantages to File Separate Attachments

Cost Savings

The method to filing individual documents as attachments within the same event provides a cost savings benefit.

For example, to view a petition that was filed in a 30-page document with the schedules, summary of assets, declarations, and disclosures would cost \$3.00.

If the schedules, summary of assets, declarations, and disclosures are filed as separate attachments with the petition, it costs \$0.90 to view just the petition.

Previous method with no attachments:

PACER Ser	vice Center				
Transactio	n Receipt				
Thu Jun 23 15:55:42 2022					
OneAttorney	Client Code:				
Image:1-0	Case Number:	22-40021			
30	Cost:	3.00			
	Transaction Thu Jun 23 1 OneAttorney Image:1-0	OneAttorney Client Code: Image:1-0 Case Number:			

New, preferred method with attachments:

	PACER Ser	vice Center	
	Transactio	n Receipt	
	Thu Jun 23 1	5:53:48 2022	
Pacer Login:	OneAttorney	Client Code:	
Description:	Image:1-0	Case Number:	22-40020
Billable Pages:	9	Cost:	0.90

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