

# 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.

## Contents

Case Opening .....	1
Filing Other Events.....	3
Cost Savings Advantages to File Separate Attachments.....	4

## Case Opening

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

### Case Opening from Commencement Events

1. Begin opening a case as normal. On the screen indicating which items must be included, select each item you are including with this filing. These items will need to be added as separate attachments in the following steps.

After making your selections, click **Next**.

**Open Voluntary BK Case**

The following items must be included:

- Voluntary chapter 7 petition for individuals filing for bankruptcy (Form 101)
- Summary of your assets and liabilities and certain statistical information (Form 1)
- Notice to Consumer Debtor(s) under section 342(b) (Form 2010)
- Schedules A/B - J (Forms 106A/B - 106J)
- Schedule J-2 (Form 106J-2) (if applicable)
- Declaration about an individual debtor's schedules (Form 106 - Declaration)
- Statement of financial affairs for individuals filing for bankruptcy (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) (required for...)
- Statement of exemption from presumption of abuse under §707(b)(2) (Form 122...)
- Chapter 7 means test calculation (Form 122A-2) (required for debtors with income...)

2. When prompted to choose a file, select your PDF containing only the petition. Select the **Yes** option next to **Attachments to Document**, which will let you attach your additional items on the next screen.

Then click **Next**.

**Open Voluntary BK Case**

Filename

**Attachments to Document:**  No  Yes

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**.

**Open Voluntary BK Case**  
 Select one or more attachments.  
 1) Select the PDF document that contains the attachment.  
**Filename**  
 Disclosure o...ensation.pdf

2) Fill in the fields below.  
**Category**  and/or **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Summary of Assets.pdf   
 C:\fakepath\AB.pdf  
 C:\fakepath\C.pdf  
 C:\fakepath\D.pdf  
 C:\fakepath\EF.pdf

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:**

Filing Date	#	Docket Text
06/22/2022	<a href="#">1</a> (61 pgs; 15 docs)	Chapter 7 voluntary petition for individuals re: Joe Debtor. Summary of your assets and liabilities and certain statistical information (Form 106 - Summary), Schedules A/B - J (Forms 106A/B - 106J), Declaration about an individual debtor's schedules (Form 106 - Declaration), Statement of financial affairs for individuals filing for bankruptcy (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) (required for all debtors), Fee Amount \$338.00 (Attachments: # <a href="#">1</a> Summary of Assets and Liabilities # <a href="#">2</a> Schedule A/B # <a href="#">3</a> Schedule C # <a href="#">4</a> Schedule D # <a href="#">5</a> Schedule E/F # <a href="#">6</a> Schedule G # <a href="#">7</a> Schedule H # <a href="#">8</a> Schedule I # <a href="#">9</a> Schedule J # <a href="#">10</a> Declaration about an individual debtors schedules # <a href="#">11</a> Statement of Financial Affairs # <a href="#">12</a> Statement of Intention # <a href="#">13</a> Current Monthly Income # <a href="#">14</a> Disclosure of Compensation) (Attorney, One) (Entered: 06/22/2022)

**Previous process:**

Filing Date	#	Docket Text
06/22/2022	<a href="#">1</a> (61 pgs)	Chapter 7 voluntary petition for individuals re: John Debtor. Summary of your assets and liabilities and certain statistical information (Form 106 - Summary), Schedules A/B - J (Forms 106A/B - 106J), Schedule J-2 (Form 106J-2) (if applicable), Declaration about an individual debtor's schedules (Form 106 - Declaration), Statement of financial affairs for individuals filing for bankruptcy (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) (required for all debtors), Fee Amount \$338.00 (Attorney, One) (Entered: 06/22/2022)

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

Filing Date	#	Docket Text
	<a href="#">1</a> (61 pgs; 15 docs)	Chapter 7 voluntary petition for individuals re: of your assets and liabilities and certain statista 106 - Summary), Schedules A/B - J (Forms 106 Declaration about an individual debtor's schedu Declaration), Statement of financial affeirs Fee

Select the document you wish to view:

Part	Description	Pages
<a href="#">1</a>	Main Document	9 pages
<a href="#">2</a>	Summary of Assets and Liabilities	2 pages
<a href="#">3</a>	Schedule A/B	10 pages
<a href="#">4</a>	Schedule C	2 pages
<a href="#">5</a>	Schedule D	3 pages
<a href="#">6</a>	Schedule E/F	6 pages
<a href="#">7</a>	Schedule G	2 pages
<a href="#">8</a>	Schedule H	2 pages
<a href="#">9</a>	Schedule I	2 pages
<a href="#">10</a>	Schedule J	3 pages
<a href="#">11</a>	Declaration about an individual debtors schedules	1 page
<a href="#">12</a>	Statement of Financial Affairs	12 pages
<a href="#">13</a>	Statement of Intention	2 pages
<a href="#">14</a>	Current Monthly Income	3 pages
<a href="#">15</a>	Disclosure of Compensation	2 pages

or  61 pages

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).

Example of filing other events

1. On the screen indicating which items must be included, select each item you are including with this filing.

Local Rule 9013-2(a) requires the following items.

1. Motion
2.  If facts are at issue, an affidavit or verification
3.  Local Form 4001-1 (if applicable)
4.  Memorandum of law
5.  Proof of service (if required by Local Rule 9006-1(a) for non-filing users)
6.  Proposed order

For Reference: Local Rule 4001-1 [4001-1](#)  
 For Reference: Fed. R. Bankr. Proc. 4001(a) [Federal rule page](#)

2. When prompted to choose a file, select the PDF for your **main document**. The example shown here is for a **Notice of Hearing/Motion for Relief From Automatic Stay**. Select the **Yes** option next to **Attachments to Document**, which will let you attach your additional items on the next screen.

MNB Motion for relief from stay (fee) - Attorney, One ( aty ) - Outside

Filename  
 Notice of He...atic Stay.pdf

Attachments to Document:  No  Yes

Then click **Next**.

3. Each of the additional items should be added as an attachment. Perform the following steps for each of the items:

- e. Upload the file.
- f. Select the category.
- g. Provide a descriptive title.
- h. 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**.

MNB Motion for relief from stay (fee) - Attorney, One ( aty ) - Outside

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename  
 No file chosen

2) Fill in the fields below.

Category  and/or Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Affidavit.pdf   
 C:\fakepath\Ex A.pdf  
 C:\fakepath\Ex B.pdf  
 C:\fakepath\Ex c.pdf  
 C:\fakepath\memorandum of law.pdf

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:

<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
Thu Jun 23 15:55:42 2022			
<b>Pacer Login:</b>	OneAttorney	<b>Client Code:</b>	
<b>Description:</b>	Image:1-0	<b>Case Number:</b>	22-40021
<b>Billable Pages:</b>	30	<b>Cost:</b>	3.00

New, preferred method with attachments:

<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
Thu Jun 23 15:53:48 2022			
<b>Pacer Login:</b>	OneAttorney	<b>Client Code:</b>	
<b>Description:</b>	Image:1-0	<b>Case Number:</b>	22-40020
<b>Billable Pages:</b>	9	<b>Cost:</b>	0.90