

## Registration Form - ATTORNEY FOR DEBTOR (Bky Case Opening)

**Details about the training process** - Complete this form and within two business days, you will receive a CM/ECF training account and test filing instructions via e-mail. We will be watching for your test filings. Once you have successfully completed the test filings required, a CM/ECF live account will be issued within two days.

**PLEASE PLAN AHEAD!** While we do our best to handle your request expeditiously, we receive many requests and respond to them in the order received.

Save the registration form as the attorney's name (Last,First.pdf) and send to [register@mnb.uscourts.gov](mailto:register@mnb.uscourts.gov).

First Name	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text"/>
Law Firm	<input type="text"/>			Bar ID	<input type="text"/>
Address	<input type="text"/>			Secondary e-mail	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Primary e-mail	<input type="text"/>			Secondary e-mail	<input type="text"/>
Name of person preparing this form and test filings	<input type="text"/>			Phone	<input type="text"/>

Send notice of electronic filing for each filing (NEF)       Send a Daily Summary Report (one e-mail per day only)

Format: My email provider only allows text formatted e-mail and does not allow web based html format

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases.

I am currently registered with the [U.S. District Court for the District of Minnesota](#) with my current law firm and contact information.

I newly registered in the last few days with the [U.S. District Court for the District of Minnesota](#) with my current law firm.

I understand the proposed order should be the final page of the PDF file.

I understand I need to have PDF software that combines PDF documents converted from a word processor with scanned PDF documents.

I understand word processed documents should not be scanned, but converted to PDF. Only exhibits or signature pages should be scanned.

I understand all documents must be filed as a single PDF file, except if the documents or any exhibits exceed 4 megabytes.

I understand "Pen-in-hand" signatures are not required for ECF-certified attorneys and their staff. Example: /e/ **Jane Doe**

I understand hearing dates for motions must be obtained from the calendar clerk and entered into the notice of motion before filing.

I understand the automatic e-mail notification sent by CM/ECF constitutes service.

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For more information about filing, refer to the **Filing Guidance** tab on the court's website at [www.mnb.uscourts.gov](http://www.mnb.uscourts.gov).

<input type="checkbox"/>	<p><b>A. Software Plus: File the petition and schedules directly to CM/ECF from a commercial software preparation program.</b></p> <ul style="list-style-type: none"> <li>• Bankruptcy software that files directly to CM/ECF using a one-step feature does not work in the training database, unless you change the website address to file to the training database and enter in your training password. Contact your software provider for more information.</li> <li>• Do not use this option for partial case filings or when the filing fee is not paid in full.</li> <li>• Do not use this option for counties where the filer chooses a divisional office. (i.e., Benton, Kanabec, Mille Lacs, Morrison, Pine, Stearns)</li> </ul>
<input type="checkbox"/>	<p><b>B. Case upload: File all required documents simultaneously through CM/ECF.</b></p> <ul style="list-style-type: none"> <li>• You may need to contact your software provider for any tips such as where the software stores the files.</li> <li>• The software creates the petition in PDF format and must create the debtor.txt (text) and matrix.txt (text) documents needed to file with Case Upload.</li> <li>• Do not use this option for partial case filings or when the filing fee is not paid in full.</li> <li>• Do not use this option for counties where the filer chooses the divisional office. (i.e., Benton, Kanabec, Mille Lacs, Morrison, Pine, Stearns)</li> </ul>
<input type="checkbox"/>	<p><b>C. Step-by-Step case opening: File the documents in steps.</b></p> <ul style="list-style-type: none"> <li>• The software creates the petition in PDF format.</li> <li>• The software must create the matrix.txt (.txt) document, or you must create it using a word processor and saving it as a text file (.txt).</li> <li>• Use this option if you do not have petition preparation software.</li> <li>• This option should be used for partial case filings; when the filing fee will not be paid in full; or for counties where the filer chooses the divisional office. (i.e., Benton, Kanabec, Mille Lacs, Morrison, Pine, Stearns)</li> </ul>

**Please become familiar with the bankruptcy software you purchased before contacting the court. Below are the documents required for a test case. A link to more details about the test documents will come in the e-mail from the court.**

Prepare and file a Chapter 7 individual debtor(s) test case:

**1. Petition, Schedules and Statements (in a single PDF file)**

- a. Voluntary petition
- b. Exhibit D
- c. Summary of schedules and statistical summary of certain liabilities
- d. Schedules A-J
- e. Declaration concerning debtor's schedules
- f. Statement of financial affairs
- g. Chapter 7 individual debtor's statement of intention
- h. Statement of compensation by attorney for debtor
- i. Chapter 7 Statement of current monthly income and means-test calculation

**2. Certificate of credit counseling**

**3. Certificate of intent to cure rent and rent deposit (if applicable)**

**4. Income records of Debtor and Payment advices cover sheet form** (Link to cover sheet form)

**5. Creditor matrix** - (.txt) document

**6. Signature declaration form** - Scan the signature declaration page with a test signature and convert to PDF. The signature declaration form may be filed using the Attachment option when browsing for the petition or as a separate document.

**7. Notice of responsibilities of chapter 7 debtors and their attorneys**

**8. Filing fee** - Pay the filing fee using the training credit card: Visa 4111 1111 1111 1111, expiration date anytime in the future. Follow the prompts and use any 3 digits for the security code.

**Pop-up blockers** should be turned off in order to see the pay.gov pop-up window. Credit card payments in the live system must be made within 24 hours of the filing. If payment is not received, the user will receive an e-mail warning and will be blocked from filing. The user will be able to log into CM/ECF, but no filing options will be available. Payment can be made under the Utilities menu and the Internet Payments Due link. After making the payment, you may need to clear the temporary files from your browser.

**Instructions to clear the temporary files in Internet Explorer 8.0**

1. Log out of CM/ECF
2. Select Tools and Internet Options from the top of the Internet Explorer window.
3. Click the General tab.
4. Under Browsing History, click the Delete button.
5. Click OK.
6. Log back into CM/ECF

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