

ECF Quick Reference



Ch 7 & 13 - NEW CASES (one pdf in this order): Bankruptcy > Open a BK Case. If using a software program, please be sure documents are in the following order:

- Voluntary Petition - (Form 101)
- Summary of Assets and Liabilities - (Form 106Sum)
- Schedules A/B-J w/ Debtor's Declaration - (Form 106 series)
- Statement of Financial Affairs w/ Declaration - (Form 107)
- Notice to Individual Debtor - (Form 2010)
- Statement of Intent - (Form 108)
- Disclosure of Compensation of Attorney - (Form 2030)
- Verification of Creditor Matrix
- Mailing Matrix

PAY FILING FEE:

Lockout will occur if filing fee is not paid. (If you are filing an application to pay in installments or a waiver, be sure to enter "INSTALL" or "WAIVE" in the receipt field.)

UPLOAD CREDITOR MATRIX (.TXT): Bankruptcy > Creditor Maintenance > Upload list of creditors file

RUN JUDGE/TRUSTEE ASSIGNMENT: (MUST BE RUN THE SAME DAY)

FILE SEPARATELY:

- Statement of Social Security Number - (**Local Form 121**) - Include non-debtor spouse info, if applicable (Bankruptcy > Misc > Statement of Social Security)
- Certificate of Credit Counseling (Bankruptcy > Misc > Certificate of Credit Counseling)
- Statement of Monthly Income (Bankruptcy > Misc > Form 122A series)
- Pay Advices Cover Sheet (Local Form) with pay stubs (one pdf) (Bankruptcy > Misc > Employee Income Records)
- Application to Pay Filing Fee in Installments, if applicable (Bankruptcy > Motions > Pay Filing Fee in Installments) - (Form 103A)
- Application to have Chapter 7 Filing Fee Waived, if applicable (Bankruptcy > Motions > Waive Filing Fee) - (Form 103B)
- Chapter 13 Plan (if applicable) (**Local Form**)
- Tax Returns (mail to Trustee)

COURT TO DO:

- Notice of Deficiency (if anything is missing)
- Notice re: Financial Management Course

Need Help? Call 715-839-2980 or 608-264-5178
📞 Monica-715-930-7377

Live Site: <https://ecf.wiwb.uscourts.gov>

Court's Website: www.wiwb.uscourts.gov/bankruptcy - Refer to the Online Manual



Frequently Searched Terms:

- ♦ E-mail Notification
- ♦ Allowing Pop-ups
- ♦ Payment of Filing Fees Via the Internet
- ♦ Clearing the Cache
- ♦ Creating PDF Documents
- ♦ Amendments to Schedules – Creditors Added
- ♦ Corrective Entry
- ♦ Change of Address