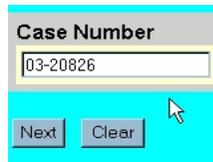


Summary of Schedules.

STEP 1 Click on **Bankruptcy** on the **Main Menu** then click on **Miscellaneous**.

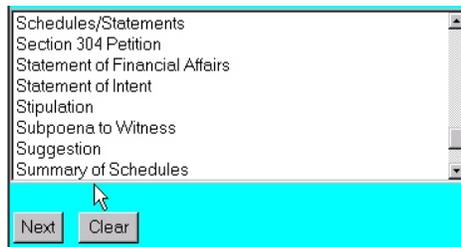


STEP 2 The **Case Number** screen displays.



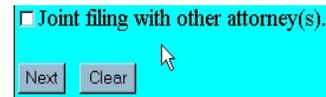
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document being filed** screen displays.



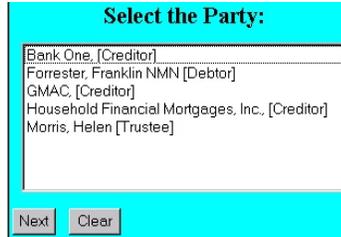
- ◆ Scroll down the list and highlight **Summary of Schedules**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



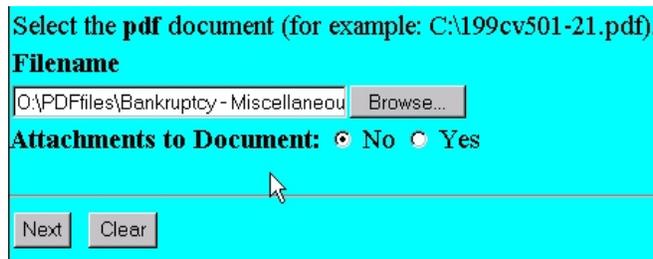
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



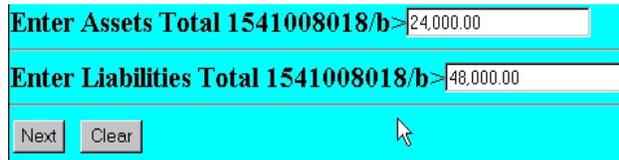
- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.

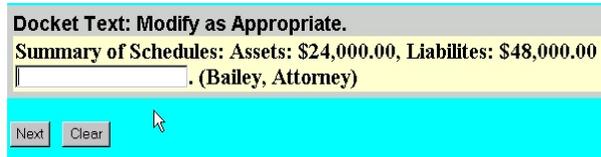
STEP 7 The **Total Assets and Liabilities** screen displays.



NOTE: The sequence of numbers and symbols will display the dollar sign in the live database. Do not type the dollar sign.

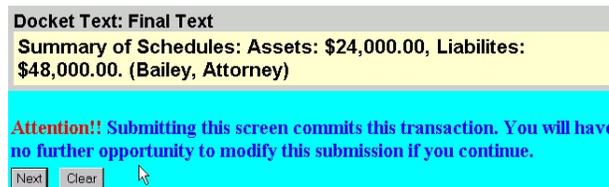
- ◆ **Assets:** Insert the full dollar amount of the total assets.
- ◆ **Liabilities:** Insert the full dollar amount of the total liabilities.
- ◆ Click on the **Next** button.

STEP 8 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Type in additional text if needed.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

