

Filing Case Completion Documents in a previously filed Emergency Case

How it works

1. Within the case, go to Electronic Filing then click on Add ECF Event.



2. Select the "Case Completion (With No New Creditors)" event from the related ECF Event drop down and make sure to check the box "Include in ECF". Note: in some jurisdictions the filing event will be named Schedules/Statements or something similar. Click on the Save & Open button.

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Barebones, MNB Filed 04/28/2022 No. 22-4	40020 at 10 Minnesotia - Minnesotia Division	< 🗇 00:00:00
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CASE FORMS ELECTRONIC FILING OWTO*	Select File to Upload Choose File	
MANAGE	Save & Open	
TIME & BILLING	Documents checked will be automatically converted to PDF and included in your next Electronic Filing. Click on a document to view the forms and files included.	
	REDITOR MATRIX (TXT) (& DEBTOR EXTRACT (TXT))	+ Continue to Filing Summary

3. Jubilee will default to include forms in the Case Completion filing event, but you can add or remove items as needed. Save this selection by clicking on the back arrow near the top left.

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Chap13, Barebones Filed 04/26/2022 Bankruptoy Case Individual Chapter 1	Ne. 22-30029 13 District of Minneseta - Duluth Division		- 🔎 🕨 < 🗇 00:00:
-	Ledate Forms & Documents for		
Contraction	Case Completion		
BUILD	Forms and Doctoments available to be added		✓ Included Forms & Documents
ADDOCUTED PARTIES	Documents		Schedule A,B: Property
🗈 enmos 🍃	Official Forms Plans Local Forms Misc Forms		Schedule C: The Property You Claim as Deempt
Ø MEANS TEST	Voluntary Petition		Schedule D: Creditors Who Have Claims Secured by Property
	Creditor Matrix		Schedule D/F: Greditors Who Have Unsecured Claims
ES PLAN MANAGER	Verification of Creditor Matrix		Schedule C: Executory Contracts and Unexpired Leases
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E CALE FORME	Statement About Payment of an Exiction Judgment	•	Schedule I: Your Income
ELECTRONIC FILING OWED	Application for Individuals to Pay the Filing Fee in Installments	•	Summary of Your Assets and Eablities and Partain Statistical Information
	Banksuptcy Petition Preparer's Notice, Declaration, and Signature	<u>(•)</u>	Declaration About an Individual Debtor's Schedules
MANAGE	Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Generuptcy (Form 2010) Plastacons of Programmation of Bactycome Setting Bactwark	<u> </u>	Statement of Financial Attains for Individuals Filing for Bankruptcy
	Chapter 10 Debtor's Certifications Resarding Daments Support Objections and Section 522(s)	<u>(0)</u>	Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment P.,
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	Update DDF Event Details		

(210) 561-5300

4. Make sure the Case Completion event is selected then click on Continue to Filing Summary.



5. Make sure to include the electronic signature and the signature date on the forms then click on File Additional Documents.



6. The final page will give you the opportunity to preview the forms then when ready, check the disclaimer check box, select your ECF login credentials, then click on File Additional Documents. The filing will be completely automated, and you will be presented with the filing receipt and an option to view the filing logs (which will also be saved to the Documents section of the case).

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