

Filing Case Completion Documents in a previously filed Emergency Case

How it works

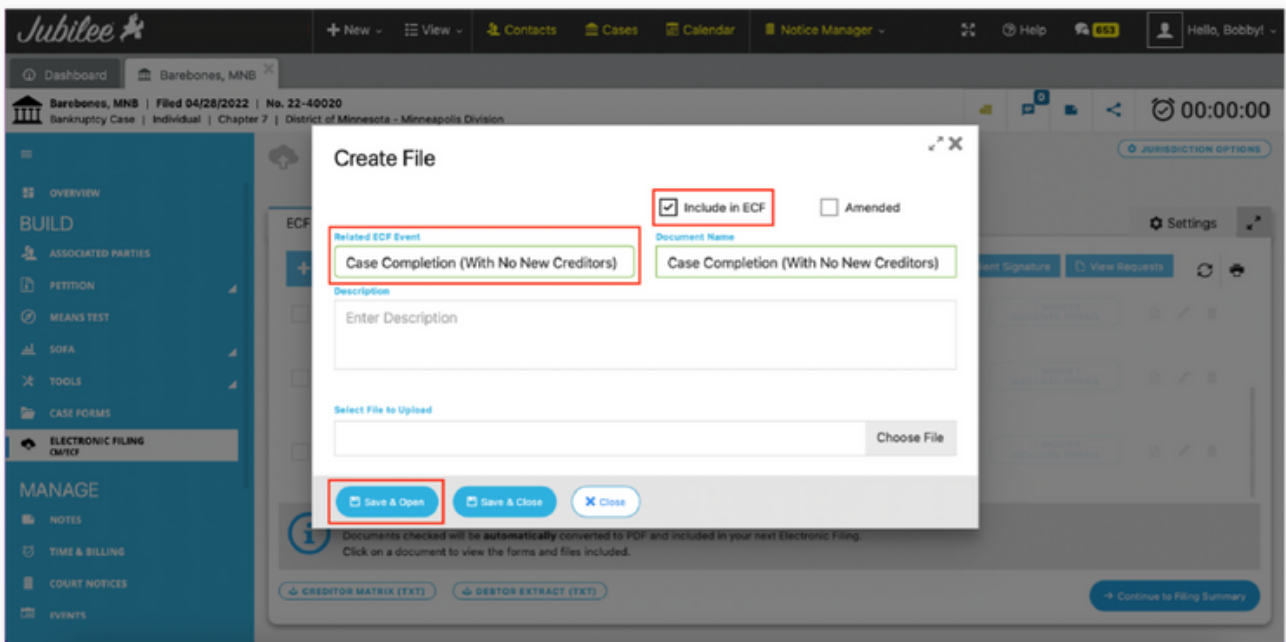
1. Within the case, go to Electronic Filing then click on Add ECF Event.

The screenshot displays the Jubilee ECF Filing interface. The left sidebar contains navigation options under 'BUILD' and 'MANAGE'. The 'ELECTRONIC FILING' option is highlighted with a red box and labeled '1.'. The main content area shows the 'CMECF Electronic Filing' section with a 'What would you like to file?' prompt. A red box highlights the '+ ADD ECF EVENT' button, labeled '2.'. Below this is a table of events to be filed:

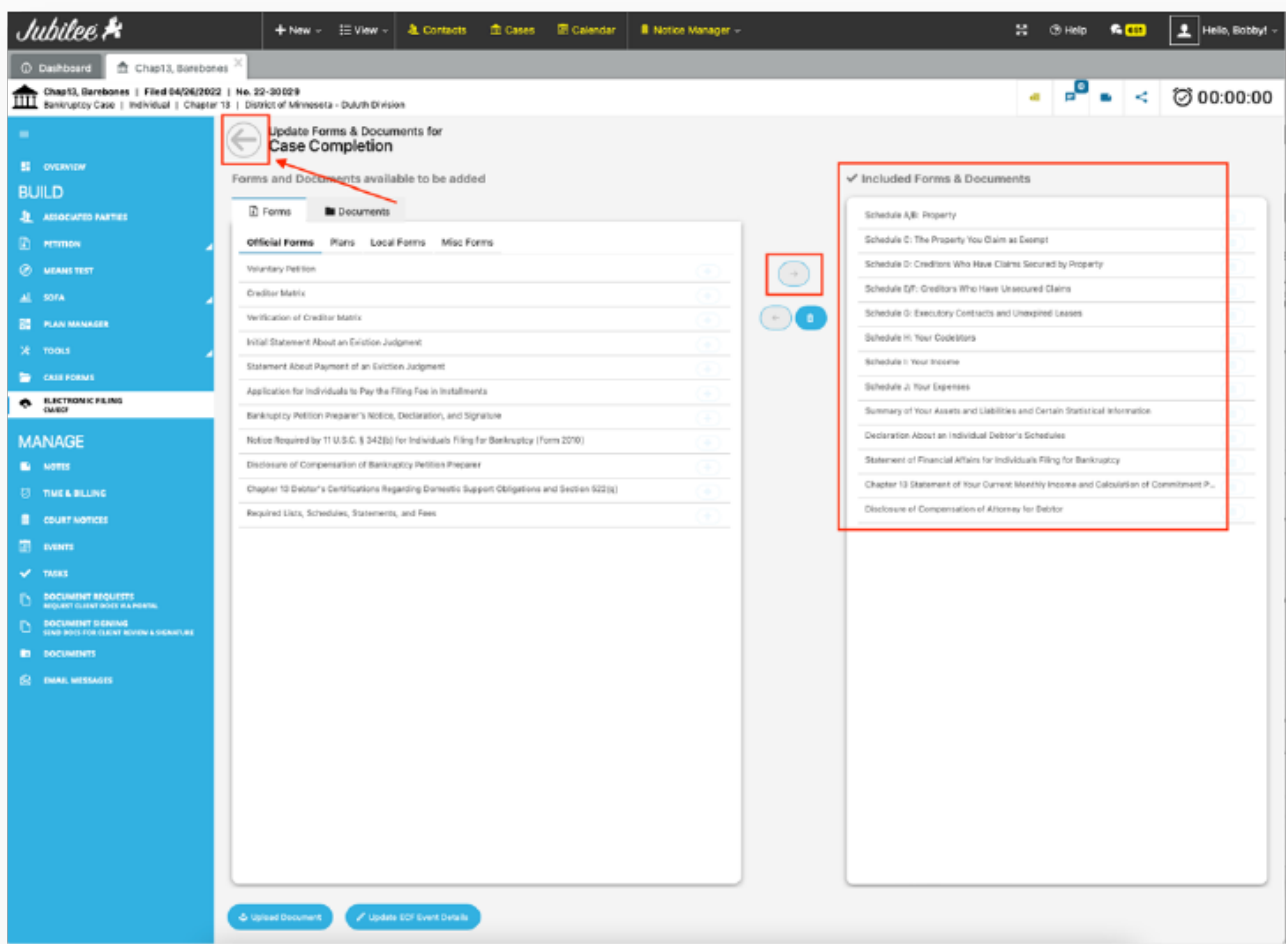
Include in ECF	Description	Date Filed	Actions
<input type="checkbox"/>	Petition ECF Event for Petition	4/26/2022	EDIT DOCUMENT DELETE DOCUMENT
<input type="checkbox"/>	Creditor Matrix (txt file) ECF Event for Creditor Matrix (txt file)	4/26/2022	EDIT DOCUMENT DELETE DOCUMENT
<input type="checkbox"/>	Statement of Social Security ECF Event for Statement of Social Security	4/26/2022	EDIT DOCUMENT DELETE DOCUMENT
<input type="checkbox"/>	Chapter 13 Plan ECF Event for Chapter 13 Plan	4/26/2022	EDIT DOCUMENT DELETE DOCUMENT
<input type="checkbox"/>	Certificate of Credit Counseling (Debtor) ECF Event for Certificate of Credit Counseling (Debtor)	4/26/2022	EDIT DOCUMENT DELETE DOCUMENT

At the bottom, there is an information icon and a note: 'From this page you can update the Forms & Files you wish to file. 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.' Below this note are buttons for 'CREDITOR MATRIX [TXT]' and 'DEBTOR EXTRACT [TXT]', and a 'Continue to Filing Summary' button.

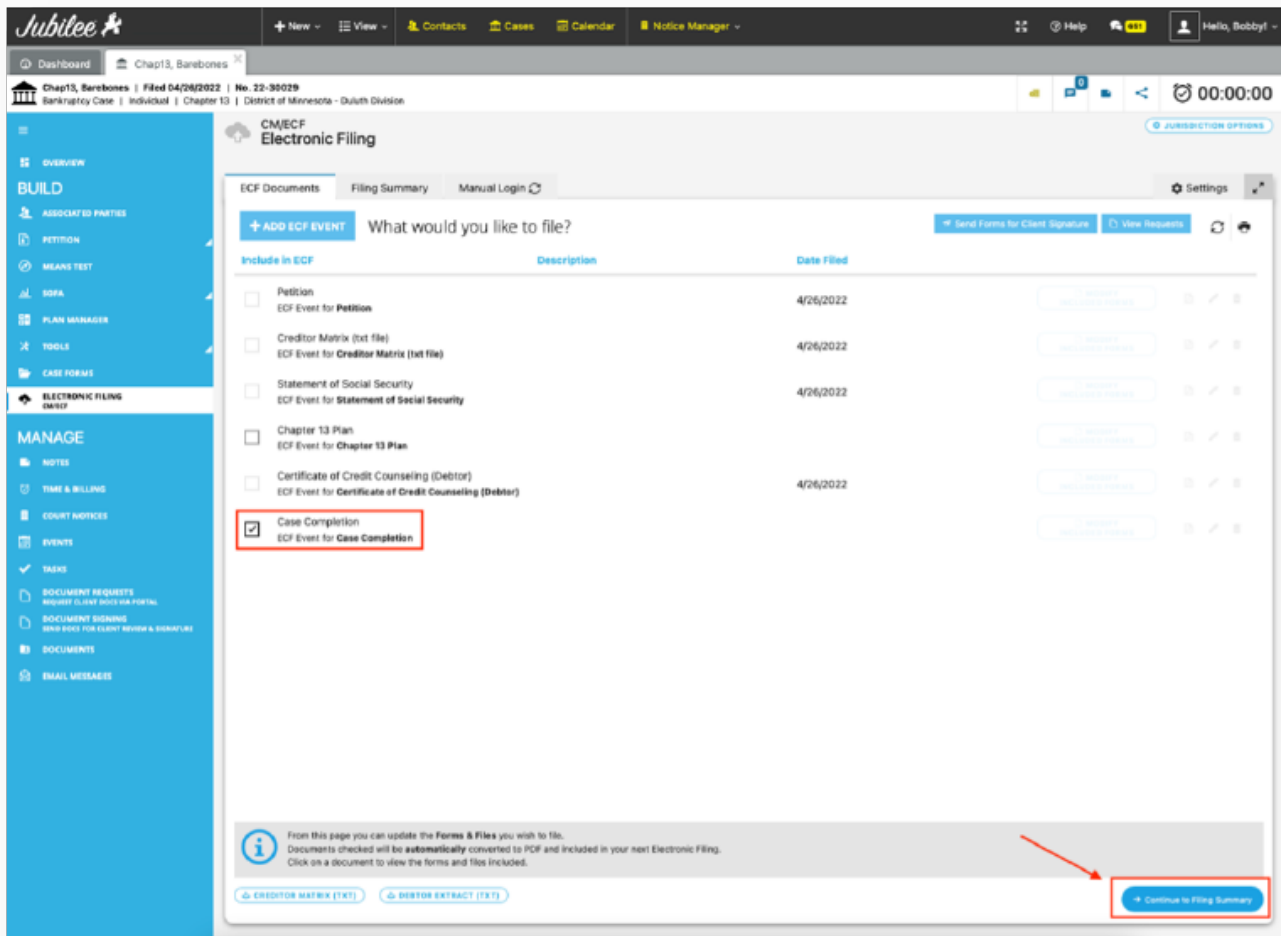
2. Select the "Case Completion (With No New Creditors)" event from the related ECF Event drop down and make sure to check the box "Include in ECF". Note: in some jurisdictions the filing event will be named Schedules/Statements or something similar. Click on the Save & Open button.



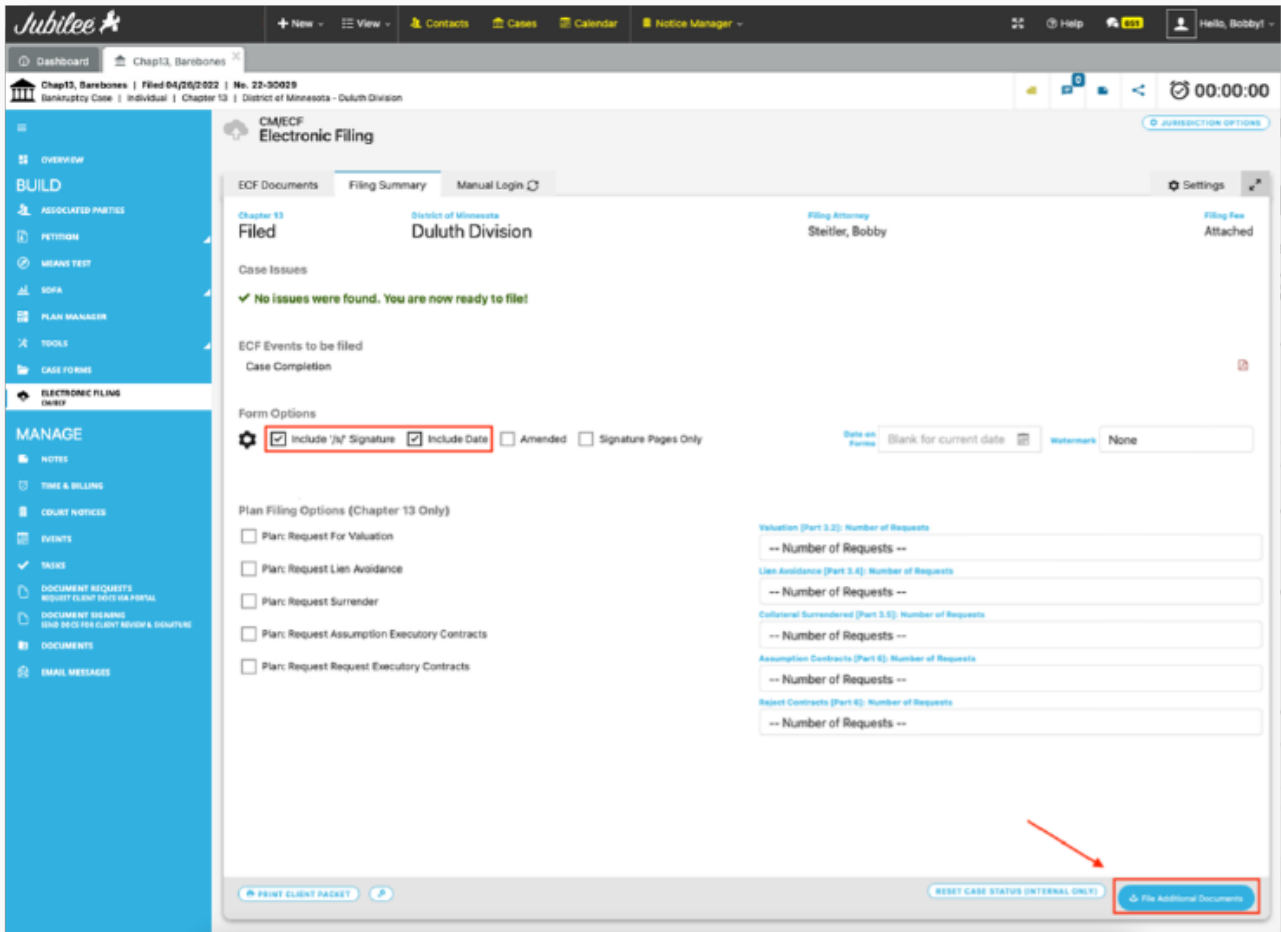
3. Jubilee will default to include forms in the Case Completion filing event, but you can add or remove items as needed. Save this selection by clicking on the back arrow near the top left.



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).

