

## Avoiding Submission Errors



### Preparing the Petition for Error Free Filing

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## Getting Started

- Select and prepare required forms. See “Filing Requirements” tab on our website.



- Enter information carefully; typos and transpositions can cause incorrect information to go out on the Notice of Filing & 341(a) Meeting Notice.

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## Corrective Entries

- PDF (source document) differs from info entered into CM/ECF:
  - Name(s) misspelled
  - Aliases added or removed, spelling corrected
  - Addresses – incomplete, numbers transposed, etc.
  - SSN’s – transpositions, info not entered
  - Asset designation changed
  - Statistical information corrected



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### Order Directing Immediate Compliance

- Critical documents missing
  - Mailing matrix
  - B-25 (Exhibit D, Statement of Compliance with Credit Counseling Requirement (individuals))
  - List of 20 Largest Unsecured Creditors (Chapter 11 cases)
  - Corporate Ownership Statement
  - Unredacted account numbers



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### Submission Error Notification

- SEN's are entered to notify you that a correction must be made before your filing can be processed.
  - Incomplete pdf attached
  - Unsigned documents
  - Creditors not uploaded



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### Emergency Filings

- Required documents:
  - Three page petition, fully executed
  - B-25 (Credit Counseling Certificate)
  - Mailing matrix
- As in all new filings, a Deficiency Notice will be issued as a reminder of missing documents



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