

<p>CM/ECF</p> <p>User's Guide</p> <p>Part 2</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p>Processing New Cases</p>
	<p>Section</p> <p>Bankruptcy – Upload Case in CM/ECF from Bankruptcy Software</p>

If you are using petition software, check with your vendor to determine if the software is CM/ECF compatible and how you can upload the petition into CM/ECF.

Caution: Case Upload is for cases that are complete, i.e., without deficiencies.

STEP 1	Select Bankruptcy
STEP 2	Select Case Upload

STEP 1	Click [Browse] and locate the debtor .txt file
STEP 2	Click [Browse] and locate the petition PDF file
STEP 3	Click [Browse] and locate the matrix .txt file
STEP 4	If Ch. 13 case, Click [Browse] and locate the Ch 13 Plan PDF file

The court will assign the judge, trustee and 341 meeting date.

