

Voluntary Petitions Batch Upload Instructions

(Effective August 2, 2004)

Voluntary petitions, schedules, statements, master address lists (as text files), statements of social security number(s), plans, other new case documents, as well as motions for first day orders and related documents may be uploaded in a single .zip file as a Voluntary Petitions batch. The following rules apply to Voluntary Petitions batches:

- Cases submitted for filing in a Voluntary Petitions batch WILL NOT be batched for trustee assignment purposes. Use the Chapter 7 Petitions Batched for Trustee Assignment batch to electronically file chapter 7 petitions you wish batched for trustee assignment.
- Voluntary Petitions batches shall be used to electronically file new bankruptcy cases ONLY. They shall not include documents submitted for pending cases (including schedules and statements filed to complete a 'skeleton' filing) nor shall they be used to file new adversary proceedings. Use *Single Upload* or another batch to electronically file documents in pending cases and to file new adversary proceedings
- The following documents ONLY may be uploaded in a Voluntary Petitions batch:

- Voluntary Petition
- Verification of Master Address List
- Master Address List (as a text file)
- Statement of Social Security Number
- Application to Pay Fee in Installments
- Waiver of Exemption
- Debtor's Plan
- Rights and Responsibilities of Chapter 13 Debtors
- Wage Order
- Application for Order Shortening Time
- Proposed Order Shortening Time
- Motion
- Notice of Hearing
- Declaration
- Supporting Document
- Proof of Service
- Proposed Order
- Other Voluntary New Case Document

- Electronically filed verification of master address list forms and electronically filed master address lists must be submitted in separate files. Electronically filed verification of master address list forms shall be prepared in substantial compliance with EDC 2-100, Verification of Master Address List, and saved in .pdf format with a .pdf filename extension.

- Electronically filed master address lists shall contain a list of creditor names and addresses, prepared in strict compliance with the ***Name and Address Standards*** set forth in form EDC 2-190, *Revised Guidelines for the Preparation of Master Address Lists*, and saved in a “pure text” format (not delimited), such as MS-DOS text or ASCII (DOS) text, with a .txt filename extension. Electronically filed master address lists saved in word processing format, a delimited text format, or a generic word processor text format or without a .txt filename extension will not be uploaded.
- The following documents shall be included in the same .pdf file with the voluntary petition: summary of schedules, schedules A-J, declaration concerning debtor’s schedules, statement of financial affairs, attorney’s disclosure of compensation, statement of intention, and list of equity security holders.
- All new case documents for a particular debtor or debtors shall be included and uploaded together as part of the same Voluntary Petitions batch. The names of all files related to a voluntary petition should include the same debtor zip code and debtor name in the filename.
- Voluntary Petitions batches need not include verification of master address list form files, master address list as a text files, statement of social security number(s) files, application to pay fee in installments files, waiver of exemption files, debtor’s plan files, rights and responsibilities of chapter 13 debtors files, wage order files, application for order shortening time files, proposed order shortening time files, motion files, notice of hearing files, declaration files, proof of service files, supporting document files, proposed order files, or other voluntary new case document files in the batch. Voluntary petition files will be uploaded regardless of whether any other document with the same debtor zip code and debtor name combination in the filename exist in the batch. However, verification of master address list form files, master address list as a text files, statement of social security number(s) files, application to pay fee in installments files, waiver of exemption files, debtor’s plan files, rights and responsibilities of chapter 13 debtors files, wage order files, application for order shortening time files, proposed order shortening time files, motion files, notice of hearing files, declaration files, proof of service files, supporting document files, proposed order files, and other voluntary new case document files cannot be included in a Voluntary Petitions batch unless a voluntary petition file with the same debtor zip code and debtor name combination in the filename is submitted as part of the batch.
- If a verification of master address form file is included in a Voluntary Petitions batch, a master address list as text file must also be included in the same batch. Likewise, if a master address list as text file is included in a Voluntary Petitions batch, a verification of master address form file must also be included in the same batch.
- No more than one voluntary petition file, verification of master address list form

file, master address list as text file, statement of social security number(s) file, application to pay fee in installments file, waiver of exemption file, debtor's plan file, rights and responsibilities of chapter 13 debtors file, or wage order file with the same debtor zip code and debtor name combination in the filename may be included in a Voluntary Petitions batch.

- More than one other voluntary new case document file with the same debtor zip code and debtor name combination in the filename may be included in a Voluntary Petitions batch.
- A Voluntary Petitions batch may not contain more than one application for order shortening time file, proposed order shortening time file, motion file, or notice of hearing file with the same debtor zip code, debtor name and DCN combination in the filename per batch.
- More than one declaration file, proof of service file and supporting document file with same debtor zip code, debtor name and DCN combination in the filename may be included in a Voluntary Petitions batch.

How to Create a Voluntary Petitions Batch

1. Save each document to be uploaded in a separate file (one document per file). Save the master address list as a text file with a filename extension of .txt. Save all other documents as .pdf files with a .pdf filename extension.
2. Use the following naming convention to name each file to be uploaded as part of a Voluntary Petitions batch:

DebtorZipCode – XXXX – DebtorName - DDD-NNN-S.pdf

where

- a. **DebtorZipCode** represents the first five digits of the zip code in the address on the petition used to establish venue (the address of the debtor's domicile, residence, principal place of business, or principle assets).
- b. **XXXX** is one of the following codes that indicates the type of document in the file.

VOLP - voluntary petition
MTRX - verification of master address list
CMX - master address list as a text file
SSN - statement of social security number(s)
INST - application to pay fees in installments
WEX - waiver of exemptions
PLN - debtor's plan

RRSP - rights and responsibilities of chapter 13 debtors
PWO - wage order
AOST - application for order shortening time
MOT - emergency motion
NTCH - notice of hearing
DECL - declaration
SUP - supporting document
POS - proof of service
POST - proposed order shortening time
PRO - proposed order
NEWO - other new voluntary case document

- c. **DDD-NNN** represents the docket control number (DCN) assigned to a motion. In Voluntary Petitions batch documents, docket control numbers should be included in filenames for the following documents ONLY: applications for orders shortening time, proposed orders shortening time, motions, notices of hearing, declarations, proofs of service, supporting documents, and proposed orders. Do not include a docket control number in filenames for voluntary petition files, verification of master address list form files, master address list as text files, statement of social security number(s) files, application to pay fee in installments files, waiver of exemption files, debtor's plan files, rights and responsibilities of chapter 13 debtors files, or wage order files.

Pursuant to Local Bankruptcy Rule 9013-1(c)(3), the docket control number shall consist of no more than 3 letters (which may be the initials of the attorney for the moving party or the first three initials of the law firm for the moving party) and the number that is one higher than the number of motions previously filed by said attorney or law firm in connection with that specific bankruptcy case. Symbols, such as ampersands, and special characters should not be used in docket control numbers.

In the file naming convention for Voluntary Petitions batches, **DDD** represents the portion of the docket control number consisting of no more than three letters, and **NNN** represents the number portion of the docket control number. A hyphen is used in the filename to separate the two portions of the docket control number.

- d. **DebtorName** is the last name, or first initial and last name, of the debtor or debtors named in the petition.
- e. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters, that will uniquely identify files with the same case number, docket control number, and document code in the filename, and may include portions of account numbers or client initials, if you choose. For example, declarations of three different individuals (Jane Doe, John Q. Public, and Mary Jean Roe) in support of a motion with docket control number ABC-8 may be submitted

within 30 days of each other for case number 04-50001 in files named 2004-50001-DECL-ABC-8-1JD.pdf, 2004-50001-DECL-ABC-8-1JQP.pdf, and 2004-50001-DECL-ABC-8-1MJR.pdf.

The following are examples of properly named .pdf and .txt files in a Voluntary Petitions batch:

Batch 1 (voluntary petitions and other documents for more than one debtor)

95626-VOLP-LHARRIS.pdf
95626-MTRX-LHARRIS.pdf
95626-CMX-LHARRIS.txt
95626-SSN-LHARRIS.pdf
95814-VOLP-TJONES.pdf
95814-MTRX-TJONES.pdf
95814-CMX-TJONES.txt
95814-SSN-TJONES.pdf

Batch 2 (voluntary petitions and other documents for two debtors, one with an emergency motion and related documents)

95626-VOLP-LHARRIS.pdf
95626-MTRX-LHARRIS.pdf
95626-CMX-LHARRIS.txt
95626-SSN-LHARRIS.pdf
95814-VOLP-TJONES.pdf
95814-MTRX-TJONES.pdf
95814-CMX-TJONES.txt
95814-SSN-TJONES.pdf
95814-MOT-TJONES-VVF-1.pdf
95814-NTCH-TJONES-VVF-1.pdf
95814-DECL-TJONES-VVF-1-1.pdf
95814-POS-TJONES-VVF-1-1.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:
 - a. Select the .pdf document files and .txt master address list files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.

- b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files and .txt master address list files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
 4. You are now ready to upload the .zip file containing your batch as follows.
 - a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.
 - b. Select the **Voluntary Petitions** radio button.
 - c. Click the Browse button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.
 - d. Click the **Submit** button to complete your upload.
 5. When upload is complete, you will be redirected to a confirmation page displaying the case numbers for each new case, as well as the confirmation numbers for each .pdf file included in the .zip batch. Information concerning the Judge and trustee, if any, assigned to the case, as well as the date and time set for the meeting of creditors in chapter 7 cases, will be included in the notice of electronic filing email message sent to you after processing of the voluntary petition is complete and it is available for viewing on the Internet.