eSR Quickstart Guide For Self-Represented Debtors

Starting a NEW Petition Package

1. Read all information on the Electronic Self-Representation (eSR) page and follow the pre-filing steps as indicated.

2. Click on the icon located at the bottom of the eSR page to access the program.

3. On the Start a New Petition Package tab create a new account:

    ➢ Enter a **valid** email address that you can access as you will receive instructions at that email address once you have submitted your petition package.

    ➢ Enter a self-selected password. The password must be between 8 and 45 characters long, contain 1 upper case letter, 1 lower case letter, and 1 special character.

    ➢ Keep track of the email address and password as they will be needed to access your account if you need to make changes to the petition package prior to submitting it to the court for filing.

    ➢ Note - the court cannot assist with recovering email addresses or passwords if they are lost.

4. Click "Start a new petition package" at the bottom of the box.

5. Read the entire page titled "Notice Required by 11 U.S.C §342(b) for Individuals Filing for Bankruptcy". After reading, scroll to the bottom and indicate you have read the entire page. The system will not let you continue until you do this.

6. Proceed through the screens as prompted to enter the petition package information and submit it to the court for filing. After 'submission' your case WILL NOT be opened and considered filed until the court has received the required documents and payment as noted on the eSR page on the website.

7. If you do not complete the package and submit it to the court in one session you can return to your account as noted in the next section.

Continuing a Petition Package

1. After creating your account, you **MUST** log into it at least once every 45 days in order to retain information that was previously entered. If you do not log in during that time, **ALL of your information will be automatically erased and cannot be retrieved**. Each time you log in, the clock resets to 45 days.

2. Click on the [Getting Started eSR icon] icon located at the bottom of the eSR page to access the program.

3. On the <u>Continue a Petition Package</u> tab enter the email address and password you used to create your account.

4. If you have forgotten your password, you can reset it by clicking the "Forgot your password" link. An email containing a link to reset your password will be sent to the email used to create the account. Note – if the link in the email is not active you must copy and paste the link into your browser window.

5. Once you are logged into your account you can continue where you left off during your last session.

6. These steps can be repeated until you complete the petition package and submit it to the court to be opened, after all required documents and payment have been received by the court.

Helpful Hints When Using eSR

- You must complete all **Petition** information (section 1 Petition (B101)) before you can move on to the other sections of the program. Also, if you click logout before completing the Petition information the screen will flash and not allow you to logout until you do so. You can shut the browser down to exit the program and the information that was entered to that point will be saved. The next time you login you will be required to complete the Petition before you can proceed to the other schedules.

- When you see the word 'add' on an input screens, you must click "add" to open the box to add the information, then scroll all the way to the right to find the "save" button. You must click "save" to retain anything typed into the box BEFORE scrolling to the bottom and moving to the next screen. Any lost information will have to be re-entered.

- Several pages are very wide, be sure to scroll to the right so you don't miss anything.

- Entering any information (even one key stroke) on a screen will produce the corresponding schedule, even if the information is not complete. If the information is not complete when you submit the package, you may be charged a fee if you file an amended schedule later. Be sure to carefully review all information before submitting it to ensure an error has not been made.

- An error message will occur when submitting a petition package if no creditors have been entered. If you receive the error, follow the instructions to return to Section 2: "Schedules (B106)" and enter the information on the schedules, OR go to Section 5: "Interested Parties", click "other interested parties", then click "add" and add the name and address of at least one creditor. You must click "save", then click "SAVE AND CONTINUE" at the bottom of the page before attempting to submit your package.

- Once you have submitted your package, if you need to add additional information you can have your package restored back to you. Follow the instructions on the final screen to have the package sent back. This is ONLY possible if your case has **NOT YET** been opened.

- After the package is submitted, a new navigation menu appears with links to the confirmation page and the competed PDF images that were submitted.

- Once your case has been opened, you **cannot** use the eSR program to fill out any additional paperwork or provide any further electronic submissions. **ALL FURTHER DOCUMENTS** must be completed on paper and submitted with an original signature to the court via mail, drop box, or in person at the Clerk's Office.