

**United States Bankruptcy Court
Northern District of Alabama**

Helpful Hints/Tips

- File size
 - Limit is 5 MB (5,120 KB). If file is too large, break it up into separate documents and file by using attachment to documents.
 - Scanner settings – 300 DPI; black and white
 - Latest version of Adobe
- Filing Schedules and Statements (after emergency petition has been filed)
 - File the schedules and statements as one file; select multiple events by holding the control key down while clicking.
- Search Feature in CM/ECF
 - Click Search on the menu bar to enter key words to find the correct docket event to use for filing your documents.
- Filing Fees
 - Follow through with the payment immediately.
 - When filing a new petition, leave the receipt field **blank** if the **full filing fee is to be paid with the filing of the petition.**
 - When filing a new petition, put the letter **O** in the receipt field **if the filing fee is to be paid in installments.** Docket the Payment of Fee event and follow through with the installment payment.
- Petition documents that must be docketed separately.
 - **B121 Statement of Social Security Number**
 - **Bankruptcy > Miscellaneous > Social Security-Form B121**
 - **Certificate of Credit Counseling**
 - **Bankruptcy > Miscellaneous > Certificate of Credit Counseling**
 - **Application to Pay Filing Fees in Installments**
 - **Bankruptcy > Motions/Applications > Pay Filing Fee in Installments**
 - **Application to Proceed In Forma Pauperis**
 - **Bankruptcy > Motions/Applications > Have Chapter 7 Filing Fee Waived**
 - **Chapter 13 Plan**
 - **Bankruptcy > Plan > Chapter 13 Plan**
 - **Employee Income Records**
 - **Bankruptcy > Miscellaneous > Employee Income Records**

Email any questions to ecftrain@alnb.uscourts.gov

Updated August 2, 2016