



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO  
José V. Toledo Post Office & Courthouse Federal Building  
300 Recinto Sur St, Suite 109  
San Juan, Puerto Rico 00901

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## Notice to Bar and Public

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### **Re: Instructions for Filing New Petitions**

In view of the changes of the new law (BAPCPA), new versions of CM/ECF, shorter deadlines, and the need for an accurate docket, it is extremely important for attorneys to correctly file new petitions. At all times attorneys must comply with the instructions established in the CM/ECF Attorney Manual and Training, General Order 05-01, and related notices of the clerk of the court. Failure to follow these instructions affects the accuracy of the docket for internal and external users and our capability to produce meaningful reports. Whenever in doubt, please contact the CM/ECF Help Desk (Marie Cruz) at 787-977-6115.

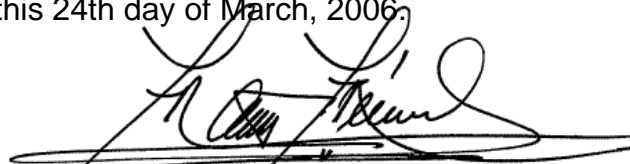
### **INSTRUCTIONS**

- Enter the **Credit Counseling Certificate** as a separate docket entry from the petition. Select the event "Certificate of Credit Counseling" in the Miscellaneous menu. Enter the date the counseling was received by adding "*dated 03/24/06*". (Checking the box provided in page 2 of the voluntary petition is not sufficient for compliance). Do not use the Financial Management Course form included in petition packages in substitution of the Credit Counseling Certificate.
- Enter the **Request for Exemption of Credit Counseling** as a separate docket entry from the petition. Select the event "Exemption from credit counseling" from the Motions menu. (Checking the box provided in page 2 of the voluntary petition is not sufficient for compliance).
- Enter **Certification of Exigent Circumstances** as a separate docket entry from the petition. Select the event "Exigent circumstances re: credit counseling" from the Miscellaneous menu. (Checking the box provided in page 2 of the voluntary petition is not sufficient for compliance).
- The **original Chapter 13 plan**, filed the same date as the petition, must be entered as a separate document. Do not attach other documents such as motion, certificate of service, etc., as it affects the notice function in CM/ECF.

- **Social Security Statement (B21)** must be submitted to the following e-mail address: [b21@prb.uscourts.gov](mailto:b21@prb.uscourts.gov). Due to privacy concerns, **do not** file in the legal docket .
- **Electronic signature** of debtor(s) and debtor's attorney must comply with G. O. 05-01 and must be in the following format: **s/Juan del Pueblo**.
- Use **official forms** as modified on October 2005, which include the new requirements of BAPCPA. For example, Schedules I & J.
- The **voluntary petition (form B1)** must constitute the first pages of the petition pdf (docket number 1). Do not scan documents in color. The size should not exceed 2 megabytes.
- When **docketing the petition**, do not change the amount entered in the **filing fees** box, unless the petition is to be paid in installments. In that case, enter the amount being paid with the petition, not the total of the filing fees.
- When **docketing the petition**, delete the word **with** in the appropriate box provided in CM/ECF, if the schedules, statement of current monthly and disposable income calculation, notice to individual consumer debtor, and/ or statement of financial affairs, are not filed with the petition.
- When docketing any event, **select the correct docketing events**, and do not use punctuation marks such as, comas, periods, semi colon; and hyphens. Do not use lower caps when adding parties. Do not use the letter Ñ.
- Do not include the zip plus 4 (last four digits of the zip code) when adding debtor's and/or joint debtor's addresses in the party field, as it affects the Judge/Trustee Assignment function in CM/ECF. Add only the postal address of the debtor.

Strict adherence to these instructions is expected.

In San Juan, Puerto Rico, this 24th day of March, 2006.



Celestino Matta-Méndez, Esq.  
Clerk of the Court