

## U. S. Bankruptcy Court - District of New Mexico

### ~complete the following ten easy steps to file bankruptcy cases electronically~

1. **Internet.** Have access to the Internet and use Netscape 3.0 (or greater) or Internet Explorer 4.5 (or greater) as your browser software. You should be familiar with using the Internet.
2. **Windows Operating System.** Use a Windows-based or Macintosh word processor or forms creation program to create documents which can be saved in portable document format ("pdf files") for uploading to the court's electronic filing program.
3. **Your Bankruptcy Petition Software.** If you purchase a Windows-based or Macintosh bankruptcy program for electronic filing, be sure you know the program well. You should be familiar with the instructions in your bankruptcy petition software for filing electronically.
4. **Adobe Acrobat.** Have Adobe Acrobat (version 3.0 or higher) installed on the same PC where you create your petition documents. You must have the Adobe Acrobat "writer" as well as the "reader."
5. **Scanner.** Have access to a scanner to scan in pages requiring the debtor's signature. The scanner should be connected or networked to the same PC on which you have installed Adobe Acrobat.
6. **ACE Attorney Account.** Have an ACE attorney level username and password to access the bankruptcy court database via the Internet. To obtain a form to request an ACE attorney account, see our homepage at [www.nmcourt.fed.us/web/BCDOCS/bcindex.html](http://www.nmcourt.fed.us/web/BCDOCS/bcindex.html)
7. Complete and submit the Credit Card Blanket Authorization Form which authorizes the bankruptcy court to charge the filing fee to your American Express, Diners Club International, Discover Card, MasterCard or VISA credit card. See our homepage at [www.nmcourt.fed.us/web/BCDOCS/bcindex.html](http://www.nmcourt.fed.us/web/BCDOCS/bcindex.html) for the form.
8. Once you have completed steps 1-7 above, contact Sharon Kologie, ACE Trainer, via e-mail : [sharon\\_kologie@nmcourt.fed.us](mailto:sharon_kologie@nmcourt.fed.us) or call her at 348-2443 to arrange for training. The training will cover how to file documents to existing cases as well as filing bankruptcy petitions and adversary proceedings.
9. After the training you must **file three (3) test bankruptcy cases** in the court's TEST ACE database. The test bankruptcy cases must be *almost* real, e.g., filed with actual bankruptcy petition documents, scanned signature pages and creditor mailing lists.
10. After successfully filing your test cases, you will be given a 5-digit filing fee authorization code. This code enables you to file cases and fee-due documents in LIVE ACE.