

United States Bankruptcy Court District of New Mexico

Flow Chart of Petitions Submitted Electronically via ACE

This flow chart illustrates the chronology of a petition submitted electronically via ACE from the time of submission and receipt in the BIN until the petition is either rejected or accepted and docketed by the Clerk's Office. The purpose of this flow chart is to identify actions (and their timing) taken by the Clerk's Office as well as actions (and their timing) to be taken by the e-filer.

Actions taken by the Clerk's Office are stated in yellow boxes; actions to be taken by the e-filer are stated in blue boxes.

① Clerk's Office receives petition, signature page, and creditor mailing list text file in the BIN

① E-filer prints receipt confirmation screen. You may also look in the BIN via the **View Pending Submissions (My Submissions)** report on the ACE Home Page.

② **If this is an emergency filing, e-filer calls the Clerk's Office NOW at 348-2500 or toll free 866-291-6805, asks for INTAKE, and requests expedited processing and opening of the case.**

② Clerk's Office proofs petition and signature page (in the BIN) and rejects or accepts petition for filing. Once the petition is either rejected or accepted, it will no longer appear in the BIN.

③ **If the petition is rejected for filing**, ACE sends an e-mail to the e-filer. [We are in the process of creating a *View Documents Rejected* report so that you may view document rejection information on-line in addition to receiving a rejection notice via e-mail.]

④ **If the petition is accepted for filing**, the Clerk's Office collects the fee, and ACE assigns a case number, the judge and the 341 meeting location code.

If you pull up the docket report, you will see case information in the report header but there may not be any entries on the docket (see **sample docket report, FIGURE 1** on page 3 of this flow chart). If there are no entries on the docket report, this means that although the Clerk's Office has accepted the petition for filing and assigned a case number, the case information has not yet been entered into BANCAP, the court's case database. Since the case information has not been entered into the case database, the case will not be searchable by case name.

NOTE: The Clerk's Office can usually process a petition through ACE so that it is assigned a case number within two (2) business hours after receipt of the petition in the BIN. It may take more time for the Clerk's Office to open the case in BANCAP if the volume of case filing is particularly high at the time.