

**GENERAL PROCEDURES
OVERVIEW OF BANKRUPTCY PROCESS
IN AND FOR GRANT COUNTY DISTRICT COURT
CIVIL DEPARTMENT DATED MARCH 1, 2002**

Courtesy of Grant County District Court

Upon Receipt of Notification from a United States Bankruptcy Court:

- 1.) Date stamp the notice with the file stamp showing date received by Grant County District Court.
- 2.) Identify the bankruptcy petitioner/defendant and verify the amounts owed by the defendant.
 - a. Note: The Bankruptcy form will contain only the name, address, and social security number as person identifiers. Sometimes your court's case number will appear, but that is not usual format. Usual practice will be to search the system by the last name of the person filing the bankruptcy. On the navigator field, type CNCI, then arrow key down to the name line type in <last name, first initial>, then tab over to first field of the IN code, type IN or CV and make sure other fields are blank and on a separate sheet of paper write down the cases numbers under each name code.
 - b. Suggestion is to keep a logsheet of the defendants filing Bankruptcy in our Court. That way when a second set of forms arrives, you won't have to do a name search all over again.
- 3.) Read the notice to determine what type of bankruptcy (i.e. Chapter 7, 12, 13) it is. The chapter number will be in the first few lines of the Notice of Bankruptcy.
- 4.) On the CDK make a docket entry noting the following information:
 - a. The date the notice of bankruptcy was received by the Court.
 - b. The date the bankruptcy petition was filed with the Bankruptcy Court. (This is important because the stay begins on the date the petition was filed and this information can be put on the case note line).
 - c. Include the chapter type under which the Bankruptcy was filed, Chapter 7, 12, 13, etc. on the note line.

- 5.) If the case has been referred for Collection, forward a copy of the Bankruptcy Notice to the Collection agency immediately. Make a CDK entry that you have followed through on this procedure.
- 6.) If the case is still at the Court level, follow the procedures outline below:

CHAPTER 7

CHAPTER 13

Remove from Time Pay

Remove from Time Pay

Enter info on CDK per 4 above

Set review BNK on PLS

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If Criminal remove BW on fines only

If FTA issued—DO NOT
ADJ FTA

If FTA issued ADJ FTA

If FTA to be issued delay
6-8 months

If FTA to be issued remove

Do not send proof of claim

Send proof of Claim as Unsecured
Priority Claim

Upon proof of Discharge:

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All cases return to pre-filing
Status

Infractions need to be given to the
presiding judge with a copy of the
Discharge paperwork to be reviewed

Criminal need to go back to pre-filing
Status

Civil cases-only make a CDK entry that the paperwork has been filed and copy of the paperwork is routed to the file.