



## **TIPS TO AVOID DUPLICATE FILINGS & BILLINGS**

- When using Point of Sale, single click on the "Make Payment" button--double clicking could result in multiple billings.
- Avoid using the back button on your internet browser.
- Always verify the correct PDF(Portable Document File). This file governs the filing.
- If using one of the commercial bankruptcy software programs, avoid clicking on the Case Upload/One-Touch button more than once.
- If there is question as to whether the case was successfully filed, access the ECF Query menu to search by individual name for pending case(s).
- Exercise caution when more than one support staff is working on the same new case.
- Use correct events when filing a new Bankruptcy case or Adversary Proceeding:
  - ▶ Open Voluntary BK Case not Other Events (Voluntary Petition)
  - ▶ Open an AP Case not Complaint & Summons