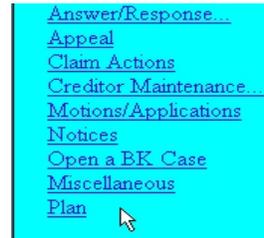
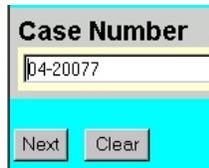


Filing a Certificate of Service.

STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the *CM/ECF Main Menu* then click on **Miscellaneous**.

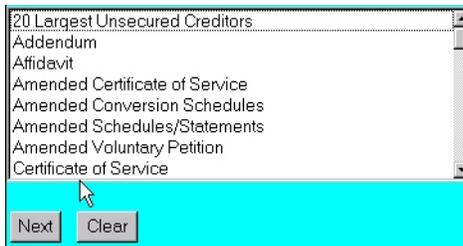


STEP 2 The **Case Number** screen displays.



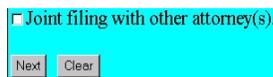
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document being filed** screen displays.



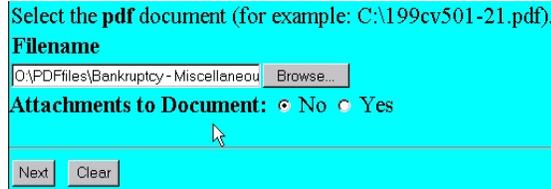
- ◆ Scroll down the options and highlight **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



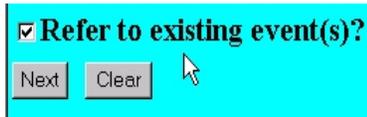
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the pdf document** screen displays.



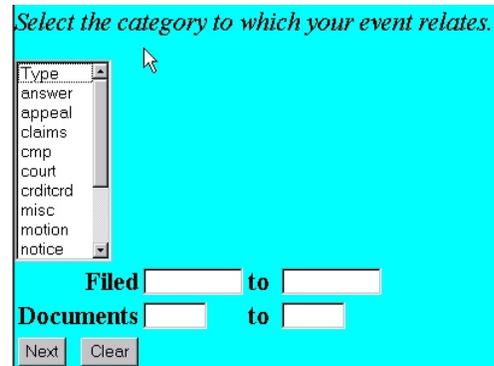
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button.

STEP 6 The **Refer to existing event(s)?** screen displays.



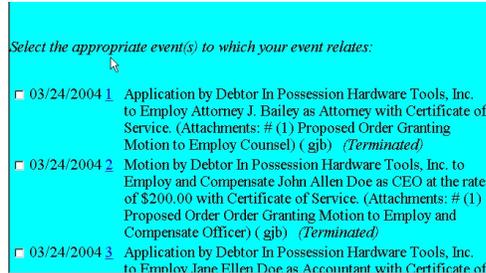
- ◆ Check the box and click on the **Next** button.

STEP 7 The **Select Category** screen displays.



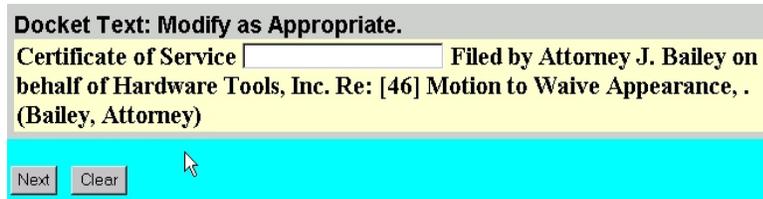
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 8 All related documents pertaining to the category chosen in the previous screen displays.



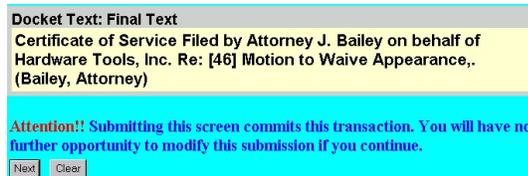
- ◆ Click in the box to the left of the motion(s) to which the document refers.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Insert additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Brower's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

