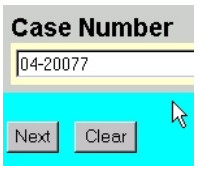
Filing a Memorandum in Opposition.

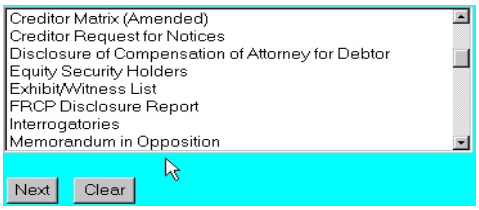
STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.

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



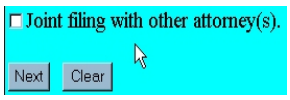
- Enter the case number.
- Click on the **Next** button.

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



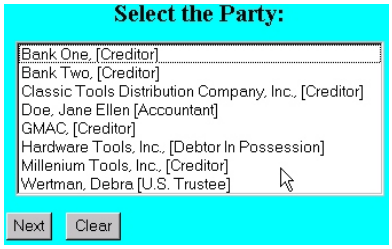
- Scroll the options to highlight **Memorandum in Opposition**.
- Click on the **Next** button.

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



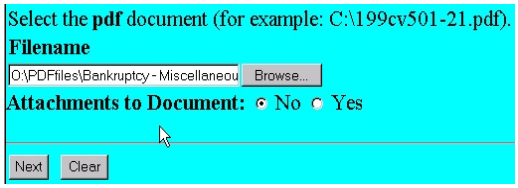
- Click in **the Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- Click on the party's name, then click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.

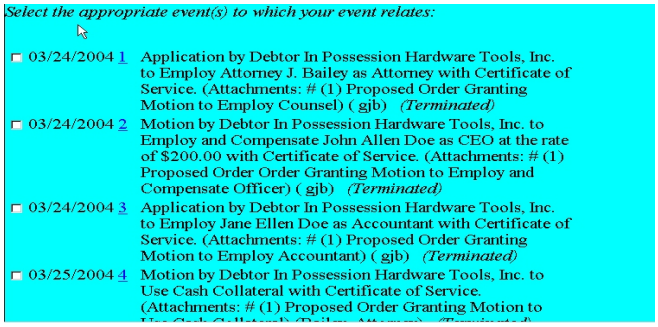


- Type the path and file name in the blank box, or click on the **Browse** button to navigate to the appropriate directory and file.
- Click on the **Next** button.

STEP 7 The **Certificate of Service** screen displays.

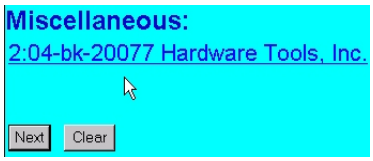
- Type a lowercase '**y**' if your document includes a Certificate of Service; type in a lowercase '**n**' if there is no Certificate of Service.
- Click on the **Next** button.

STEP 8 A **Select Appropriate Event(s)** screen displays.

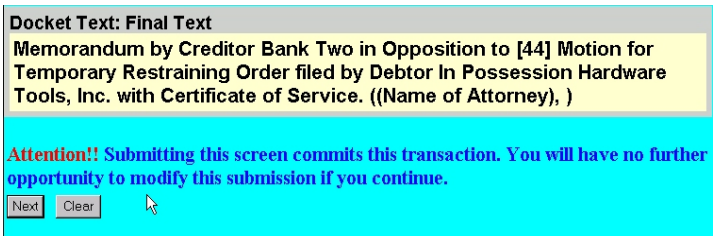


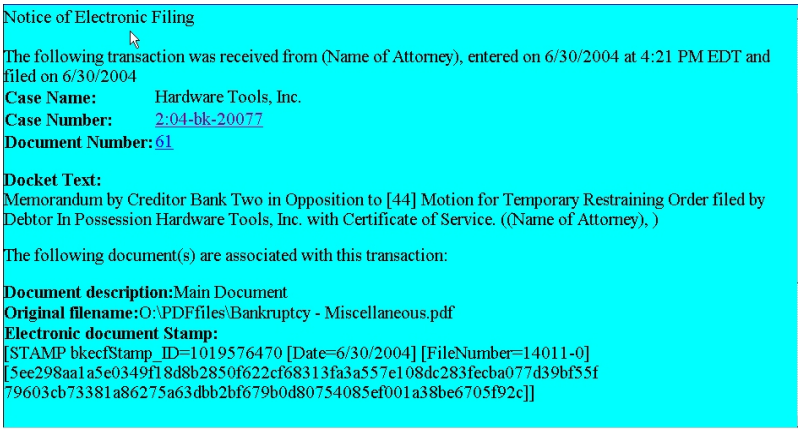
- Click in the box to the left of the motion(s) to which this event refers.
- Click on the **Next** button.

STEP 9 A **Verification** screen displays. Verify the Case Name and Case Number, then 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 *Browser's* **Back** button to correct your entries.

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