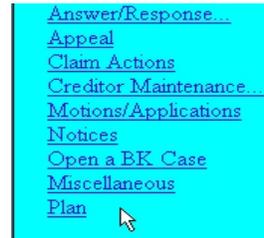
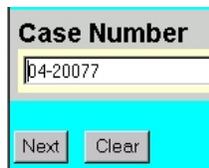


Party's Certificate of Mailing.

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

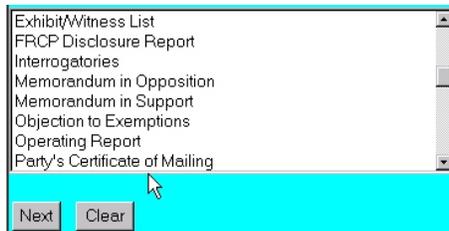


STEP 2 The **Case Number** screen displays.



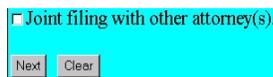
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

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



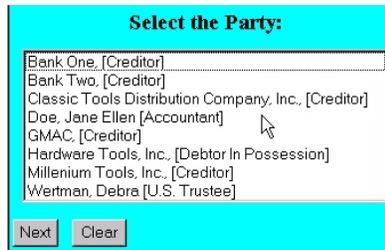
- ◆ Scroll down the options and highlight **Party's Certificate of Mailing**.
- ◆ Click on the **Next** button.

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



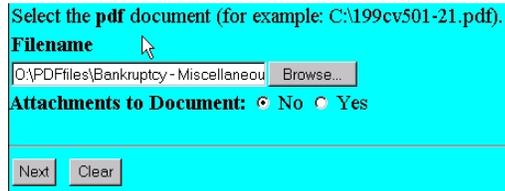
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

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



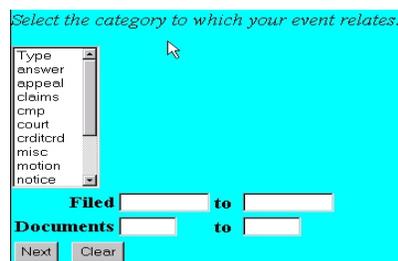
- ◆ Click on the party's name to highlight.
- ◆ Click on the **Next** button.

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.
- ◆ If there are no attachments to document, click on the **Next** button.

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



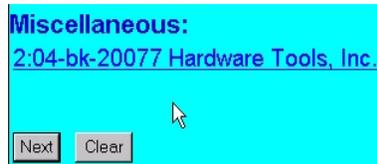
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click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

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 7/12/2004 at 4:32 PM EDT and filed on 7/12/2004

Case Name: Hardware Tools, Inc.
Case Number: [2:04-bk-20077](#)
Document Number: [64](#)

Docket Text:
Party's Certificate of Mailing Filed by (Name of Attorney) on behalf of Classic Tools Distribution Company, Inc. Re: [63] Order on Motion to Appoint Trustee. ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Miscellaneous.pdf

Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=7/12/2004] [FileNumber=14286-0]
[89e5b90b2714b1ae7924a094508187a5e5e1f7d938a84729b3c4c18e6be3e3d77d42f
c2786de4cc27b7669aa50e9d76e03a2439438d3907d0d78f37e5af6e4ac]]

2:04-bk-20077 Notice will be electronically mailed to: