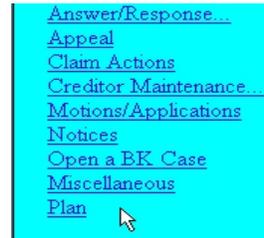
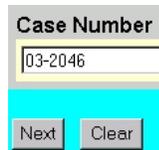


**Proof of Subpoena Served**

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

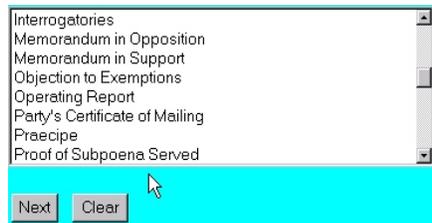


**STEP 2** The **Case Number** screen displays.



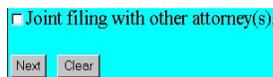
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

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



- ◆ Scroll down the options and highlight **Proof of Subpoena Served**.
- ◆ 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 **Service** screen displays:

- ◆ Enter the name of the person served.
- ◆ Enter the date of service.
- ◆ Click on the **Next** button.

**STEP 7** The **Verification** screen displays. Verify the accuracy of the case name and case number, then click on the **Next** button.

**STEP 8** 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 9** 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 7/13/2004 at 1:09 PM EDT and filed on 7/13/2004

**Case Name:** Milton Construction Company v. Doefield

**Case Number:** [2:03-ap-02046](#)

**Document Number:** [10](#)

**Docket Text:**  
Proof of Subpoena Served filed by Plaintiff Milton Construction Company ; Subpoena Served Upon Mary Doefield on 7/13/04. ((Name of Attorney), )

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

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcv - Miscellaneous.ndf