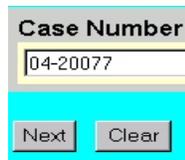


Filing a Generic Report.

STEP 1 Click the **Bankruptcy** hyperlink on the **Main Menu** then click on **Miscellaneous**.



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



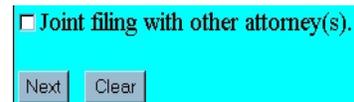
- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

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



- ◆ Scroll down the options and highlight **Report (Generic)**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt 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.
- ◆ 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 the document, click on the **Next** button.

STEP 7 An **Information** screen displays

- ◆ Type in a short description of the general report being filed.
- ◆ Type a lowercase **'y'** if the report includes a Certificate of Service, or a lowercase **'n'** if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 8 A **Docket Text: Modify as Appropriate** screen displays.

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

STEP 9 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 on the **Next** button.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.