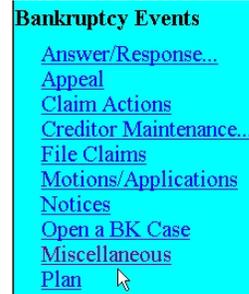
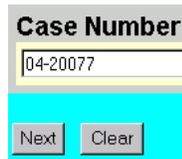


**Upset Bid**

**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.



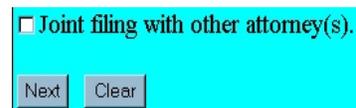
- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

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



- ◆ Scroll down and highlight **Upset Bid**.
- ◆ Click on the **Next** button.

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



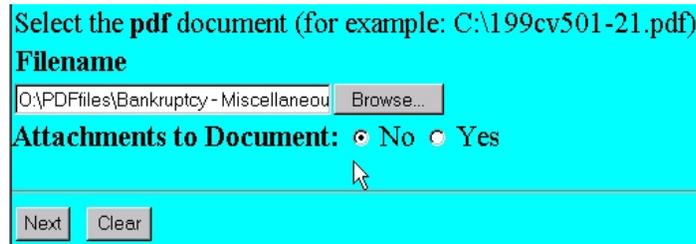
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

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



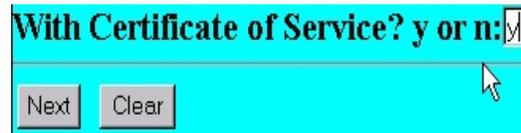
- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

**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** The **With Certificate of Service** screen displays



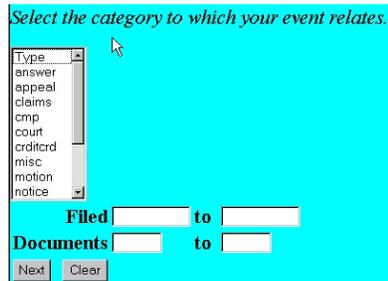
- ◆ Type in a lowercase **'y'** or **'n'** to indicate whether or not a certificate of service is attached.
- ◆ Click on the **Next** button.

**STEP 8** The **Refer to existing event(s)?** screen displays.



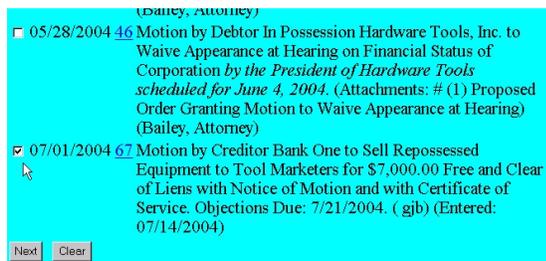
- ◆ Check the box and click on the **Next** button.

**STEP 9** The **Select Category** screen displays.



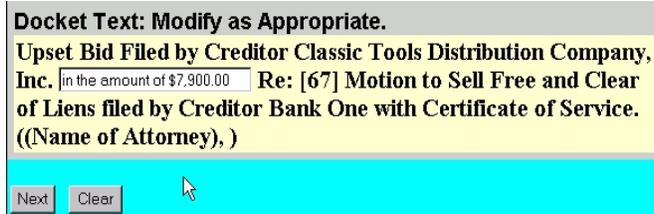
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click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

**STEP 10** The **Select Appropriate Event** screen displays.



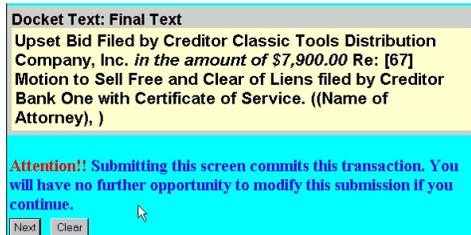
- ◆ Click on the **radio** button next to the appropriate event to create the linkage between the two documents.
- ◆ Click on the **Next** button.

**STEP 11** A **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** Button

**STEP 12** 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 13** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

