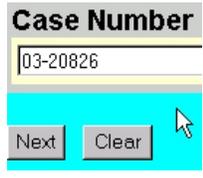


**Notice to Take Deposition**

**STEP 1** Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, then click on **Notices**.

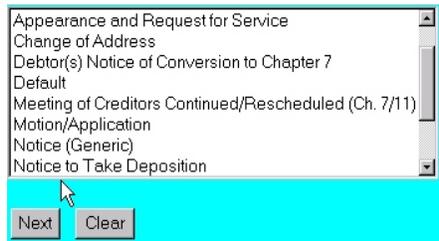


**STEP 2** The **Case Number** screen displays.



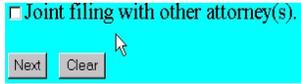
- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The **Select the Type of Notice** screen displays.



- ◆ Scroll through the options and highlight **Notice to Take Deposition**.
- ◆ Click on the **Next** button.

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



- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ 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.

**STEP 7** An **Information** screen displays.

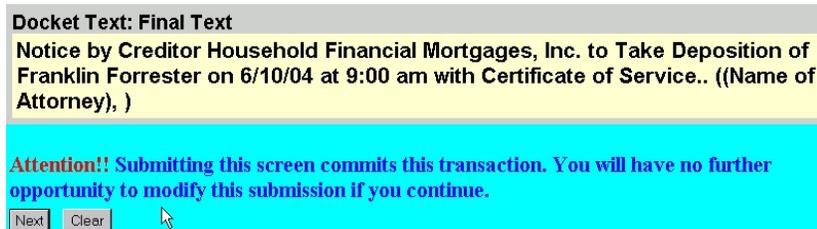
- ◆ **Whom:** Type in the name of the person to be deposed.
- ◆ **Date of Deposition:** Type in the date the deposition is scheduled.
- ◆ **Time of Deposition:** Type in the time the deposition is scheduled.
- ◆ Type in a lowercase **'y'** if your notice includes a Certificate of Service or a lowercase **'n'** if one is not included.
- ◆ Click on the **Next** button.

**STEP 8** A **Verification** screen displays. Verify the accuracy of the case name and case number.



- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Final Text** screen displays.



- ◆ 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.
- ◆ 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.

