

# Notice of Deposition

The [Notices](#) hypertext link lists various notices which an attorney submits to the court. The following instructions will guide you through the steps to file a Notice to Take Deposition.

- STEP 1** Click the [Bankruptcy](#) hypertext link from the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See Figure 2.)
- ◆ Click the [Notices](#) hypertext link.

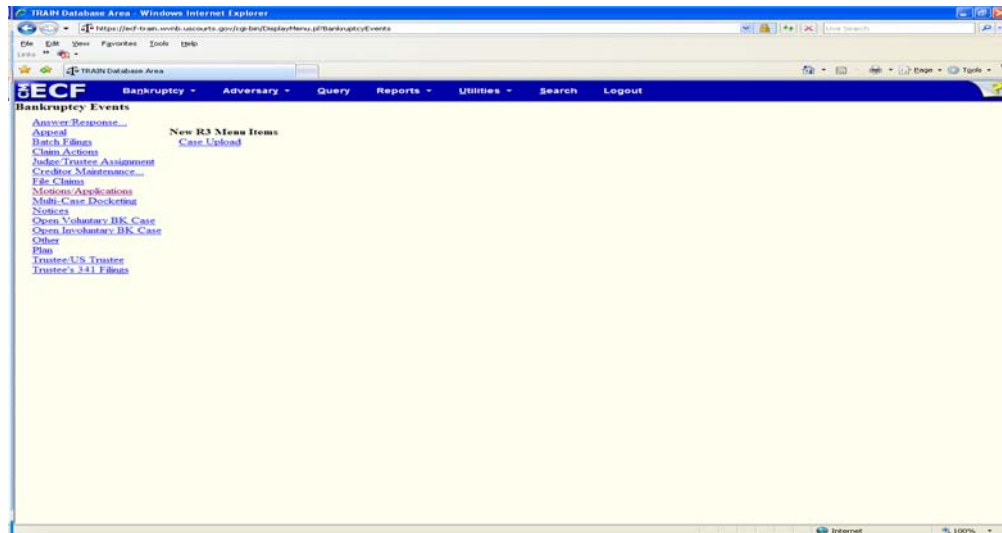


Figure 2

**STEP 3** The **Case Number** screen displays. (See Figure 3.)

- ◆ Enter the case number in yy-nnnnn format including the dash.
- ◆ Click **[Next]** to continue.

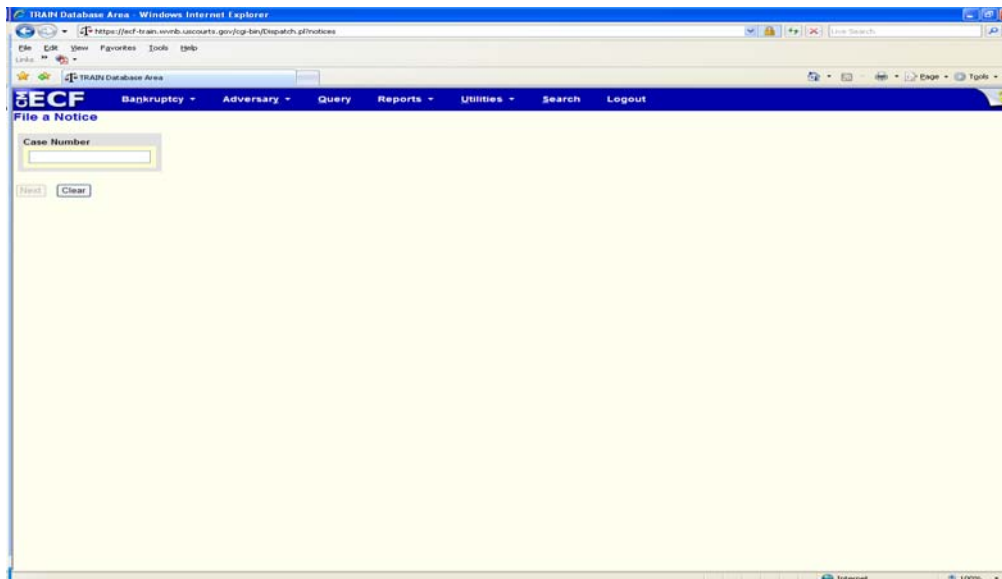


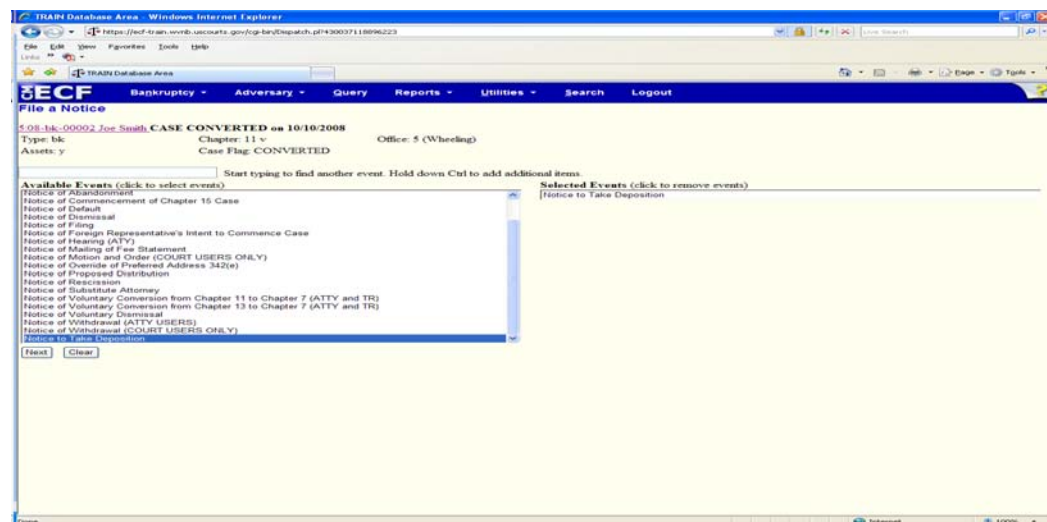
Figure 3

**STEP 4** The **Event Type** screen displays.

- ◆ Verify the case number and case name.
- ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

**Note:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the document to be filed. Click to highlight **Notice to Take Deposition**. (See Figure 4.)
- ◆ Click **[Next]** to continue.



**Figure 4**

**STEP 5** The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)

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

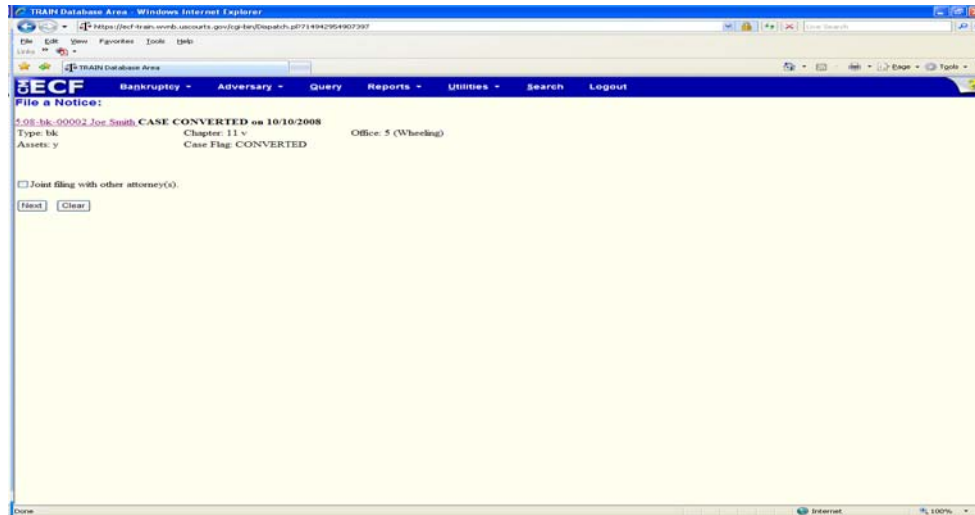


Figure 5

**STEP 6** The **Select a Party** screen displays. (See Figure 6.)

- ◆ Click to highlight the name of party whom you are representing **OR** refer to Section 9 in this Training Manual, **Multi-Part Motions**, Steps 6-10, to add a new party.

**Note:** Press the **[Ctrl]** key to choose more than one party.

- ◆ Click **[Next]** to continue.

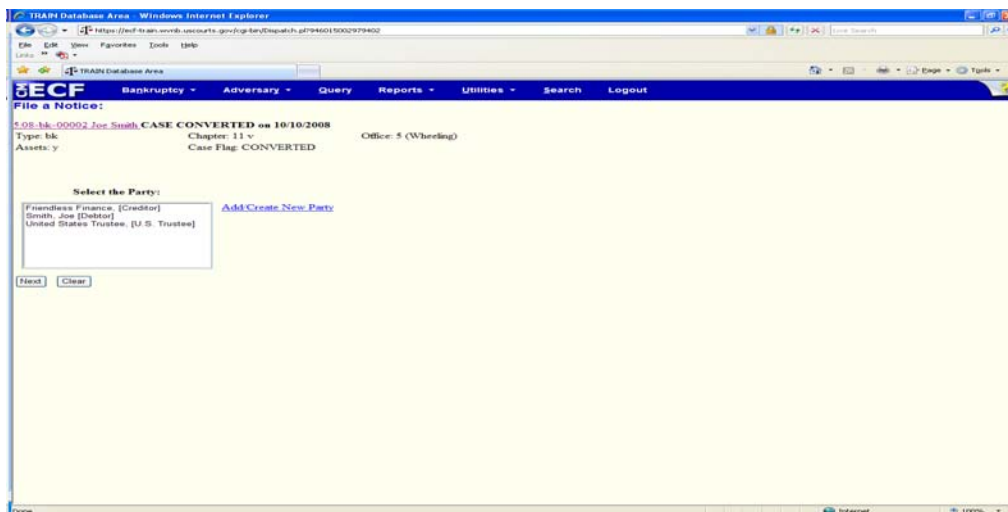


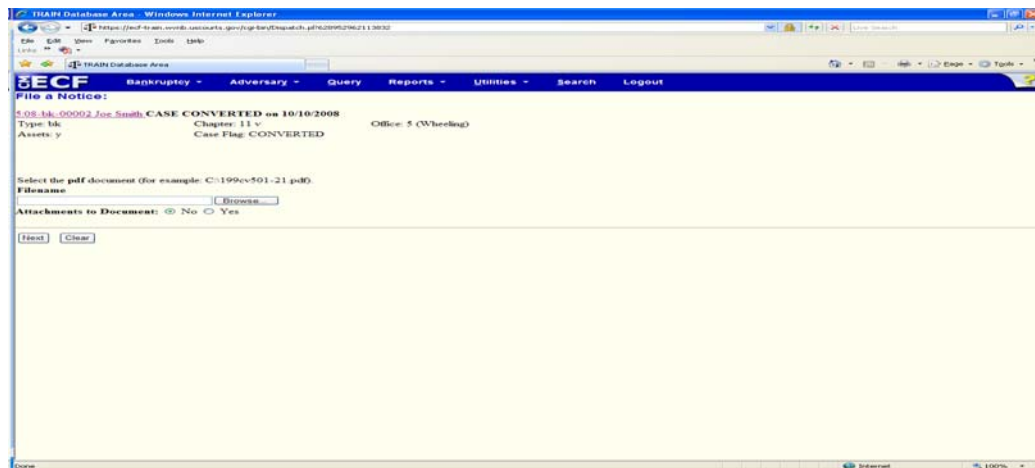
Figure 6

**STEP 7** The **PDF Document Selection** screen displays. (See Figure 7.)

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.

**Note:** If you wish to view the image before associating it with this docket entry, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- ◆ Click [**Next**] to continue.



**Figure 7**

**STEP 8** The **Deposition of Whom?** screen appears. (See Figure 8.)

- ◆ Insert the name of the person you are deposing.
- ◆ Click [**Next**] to continue.

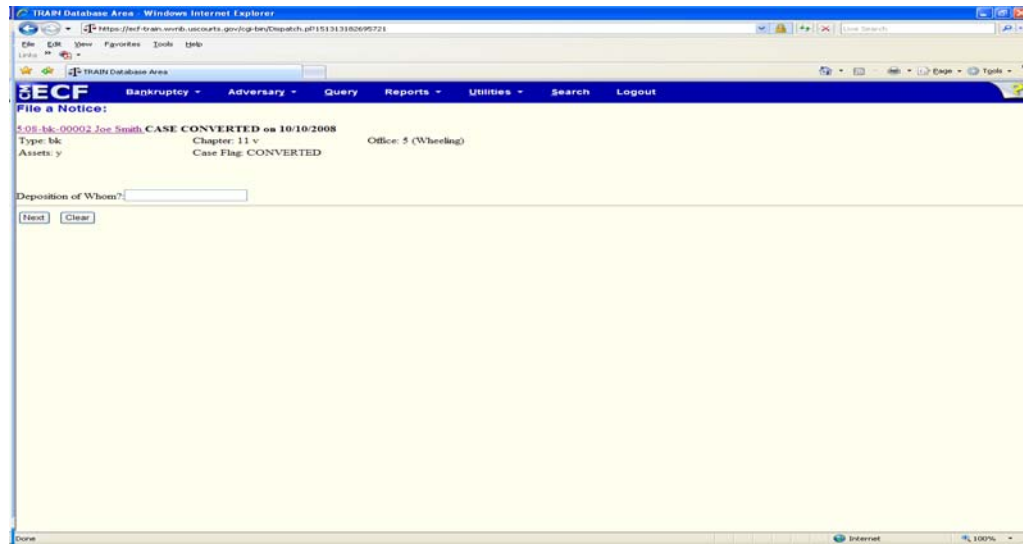


Figure 8

**STEP 9** The **Modify Docket Text** screen appears. (See Figure 9.)

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ Additional text may be added in the white text box.
- ◆ Click [**Next**] to continue.

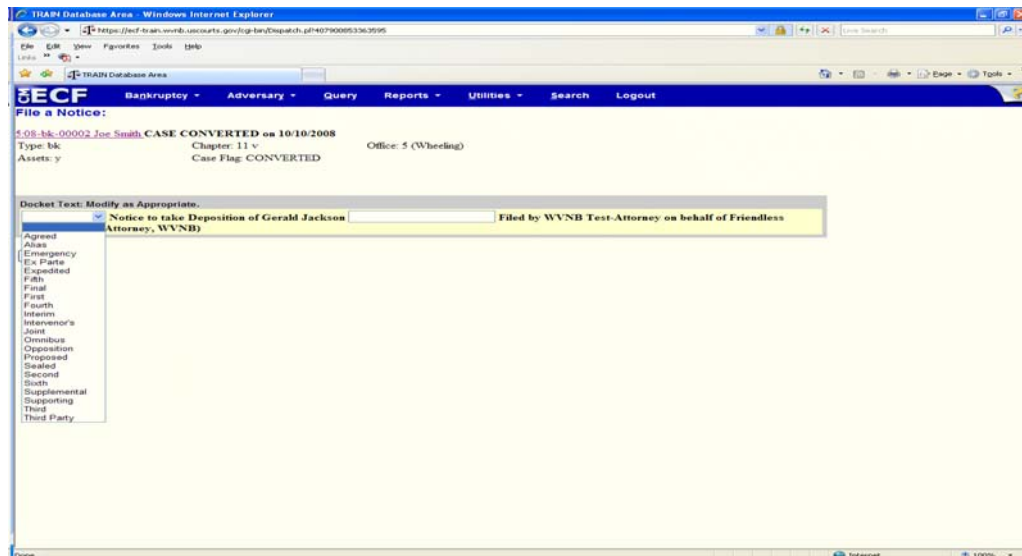


Figure 9

- STEP 10** The **Final Approval** screen displays. **(See Figure 10.)**
- ◆ Verify the Final Docket Text. Read the warning message.
  - ◆ If the Final Docket Text is correct:
    - ◆ Click **[Next]** to continue and officially submit document.
  - ◆ If the Final Docket Text is incorrect:
    - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
    - ◆ To abort or restart the transaction, return to **Step 1** and begin again.



**Figure 10**

- STEP 11** The **Notice of Electronic Filing** screen displays. **(See Figure 11.)**
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
  - ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.

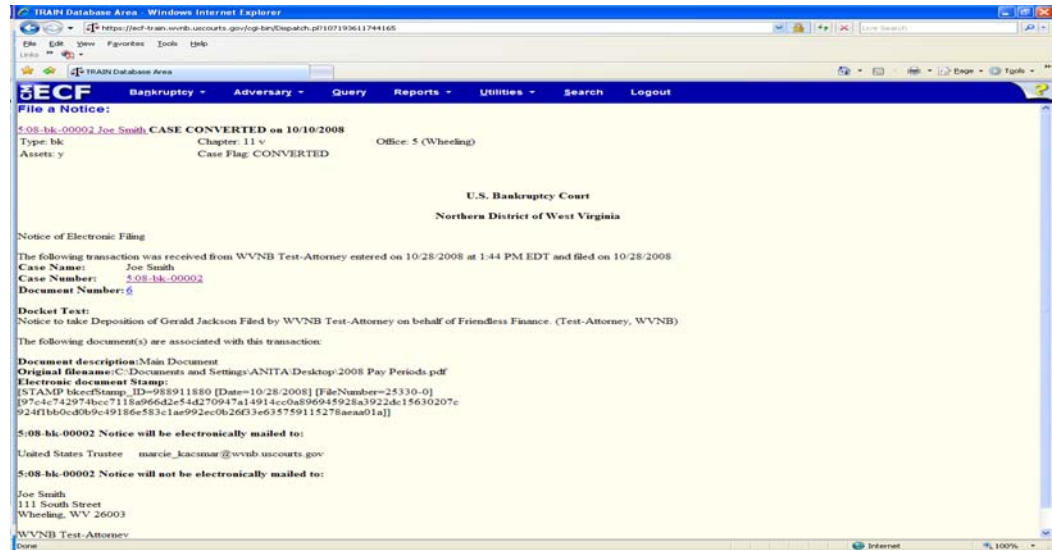


Figure 11