

Certificate of Service

This process shows the steps and screens required for an attorney to electronically file a certificate of service. This lesson will demonstrate the filing of a certificate of service evidencing service of a brief.

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

◆ Click on the Other hyperlink.

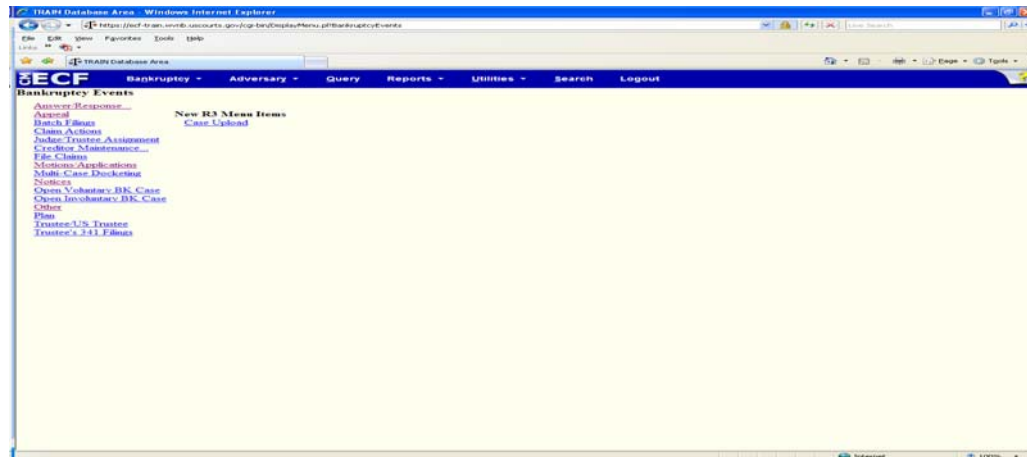


Figure 2

STEP 3 The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number.
- ◆ Click [**Next**] to continue.

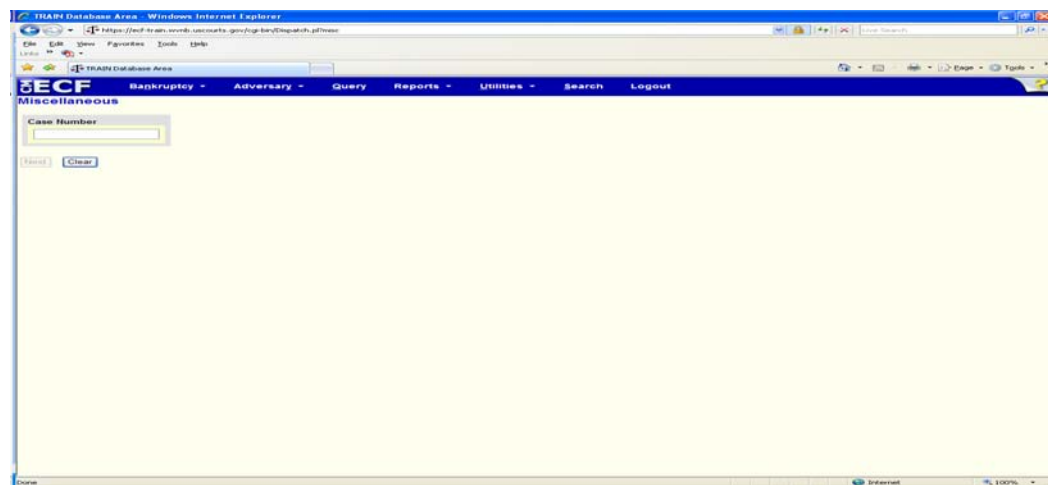


Figure 3

STEP 4 The **Miscellaneous** screen appears. (See Figure 4.)

- ◆ Click on **Certificate of Service**.
- ◆ Click **[Next]** to continue.

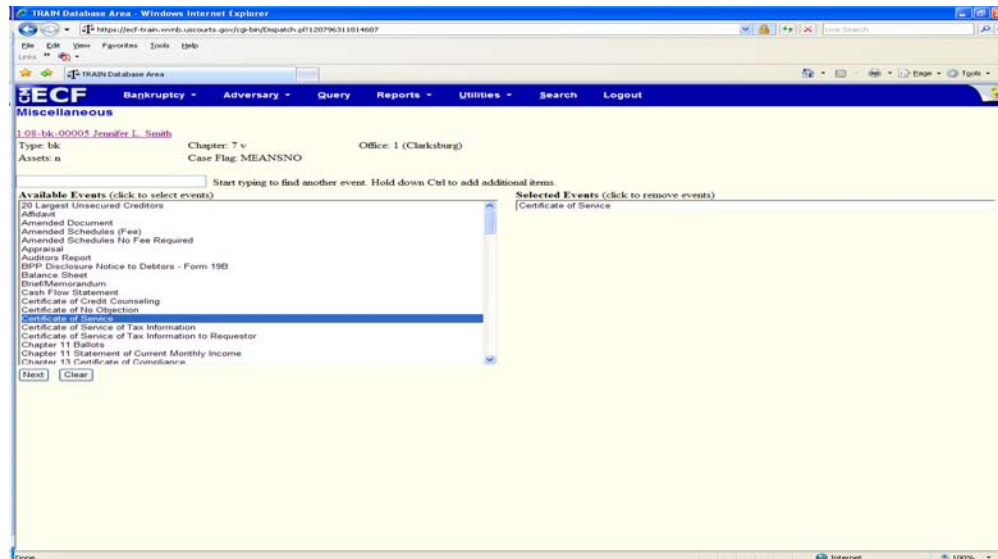


Figure 4

STEP 5 The **Joint Filing** screen appears. (See Figure 5.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

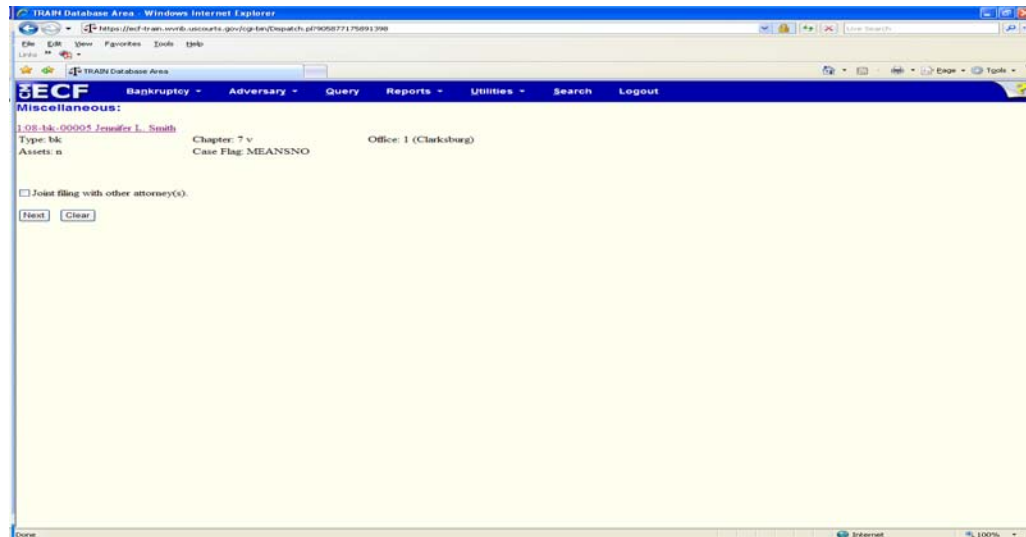


Figure 5

STEP 6 The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)

- ◆ Select the party filers. In this case you will select United City Bank.
- ◆ Click **[Next]** to continue.

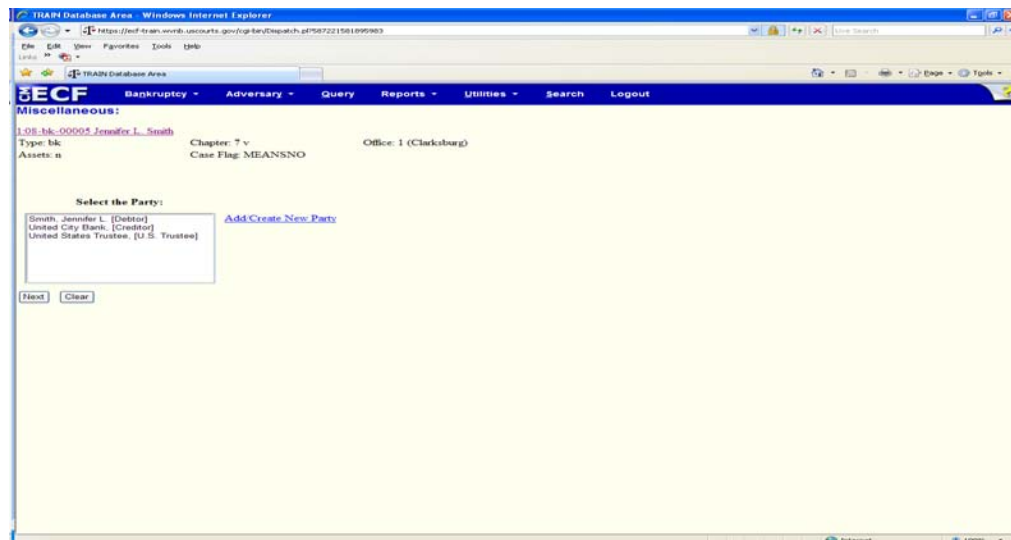


Figure 6

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

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]** to continue.

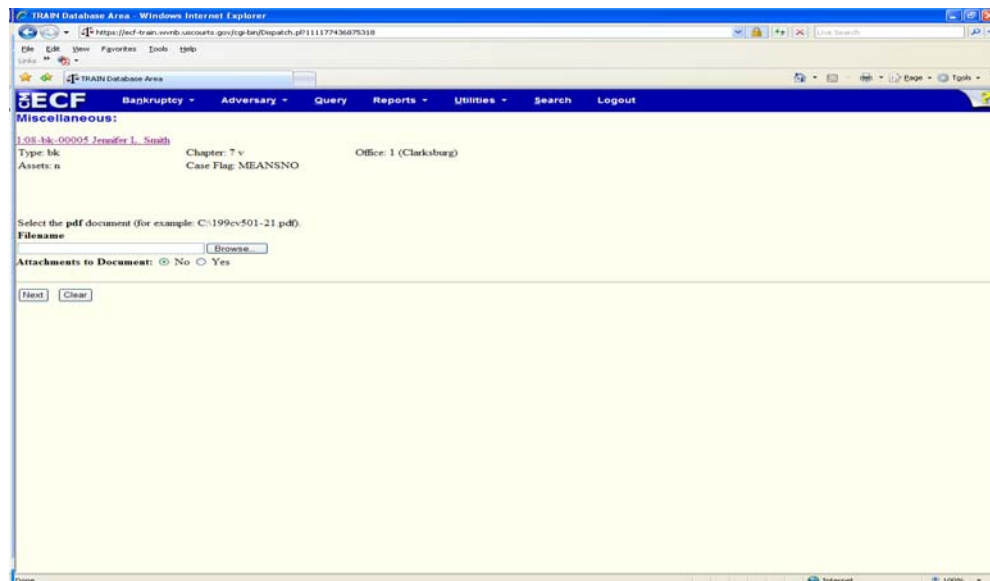


Figure 7

STEP 8 The **Refer to Existing Event(s)?** screen displays. (See Figure 8.)

- ◆ Click in *Refer to existing event(s)?*
- ◆ Click **[Next]** to continue.

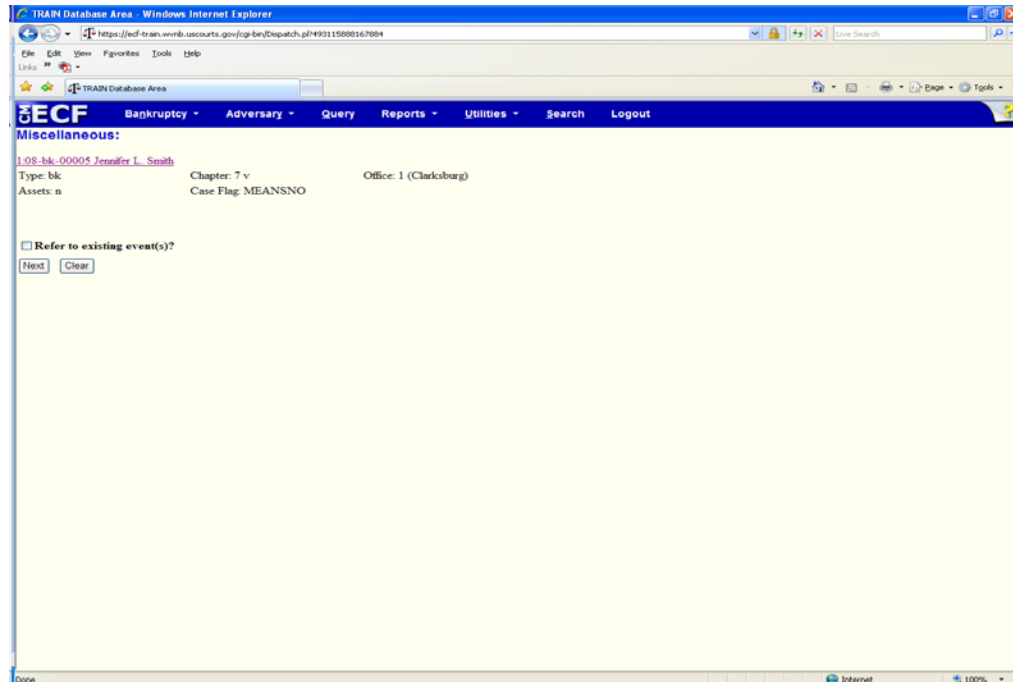


Figure 8

STEP 9 The **Select the Category to Which Your Event Relates** screen appears. (See Figure 9.)

- ◆ For this lesson, click on misc.

NOTE: By holding down the Ctrl key and dragging your left mouse button down the entire list, all docket entries will appear on the next screen.

- ◆ Click **[Next]** to continue.

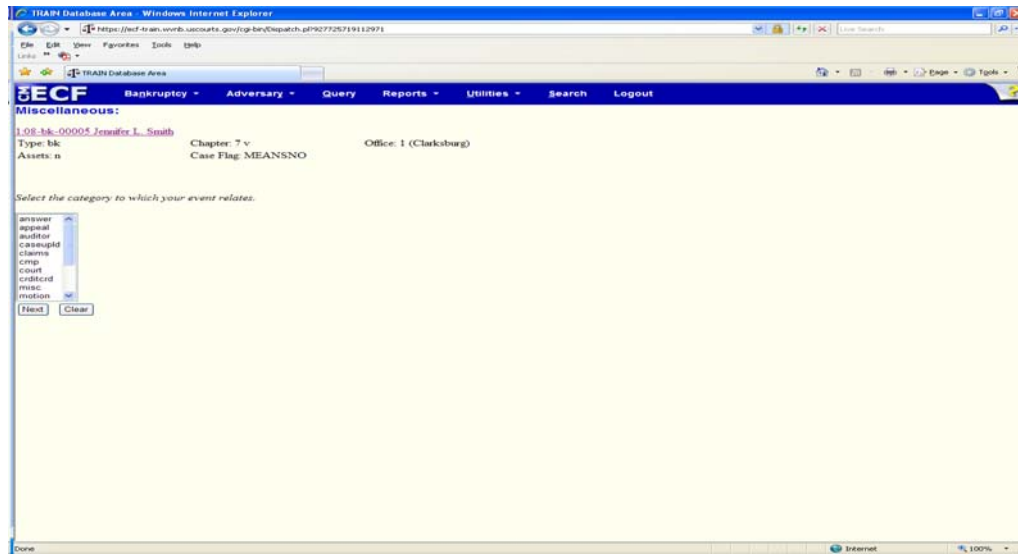


Figure 9

STEP 10 The **Select the Appropriate Event(s) to Which Your Event Relates:** screen appears. (See Figure 10.)

- ◆ Select the applicable event. In this lesson, we are selecting pleading number 6, Brief.
- ◆ Click **[Next]** to continue.

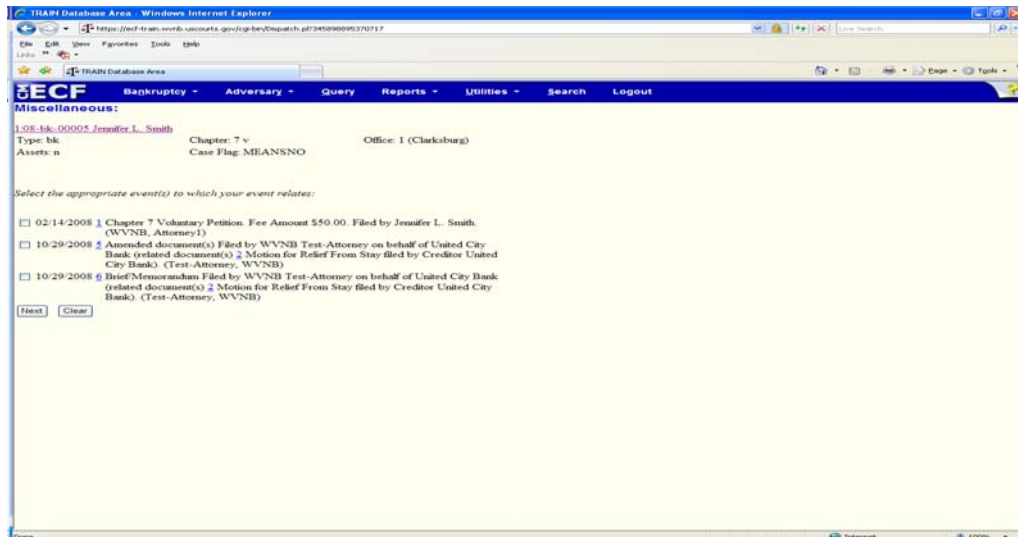


Figure 10

STEP 11 The **MODIFY DOCKET TEXT** screen displays. (See Figure 11.)

- ◆ Docket text may be added in the white box if applicable.
- ◆ A prefix may be added to the docket text by clicking on the down arrow.
- ◆ Click **[Next]** to continue.

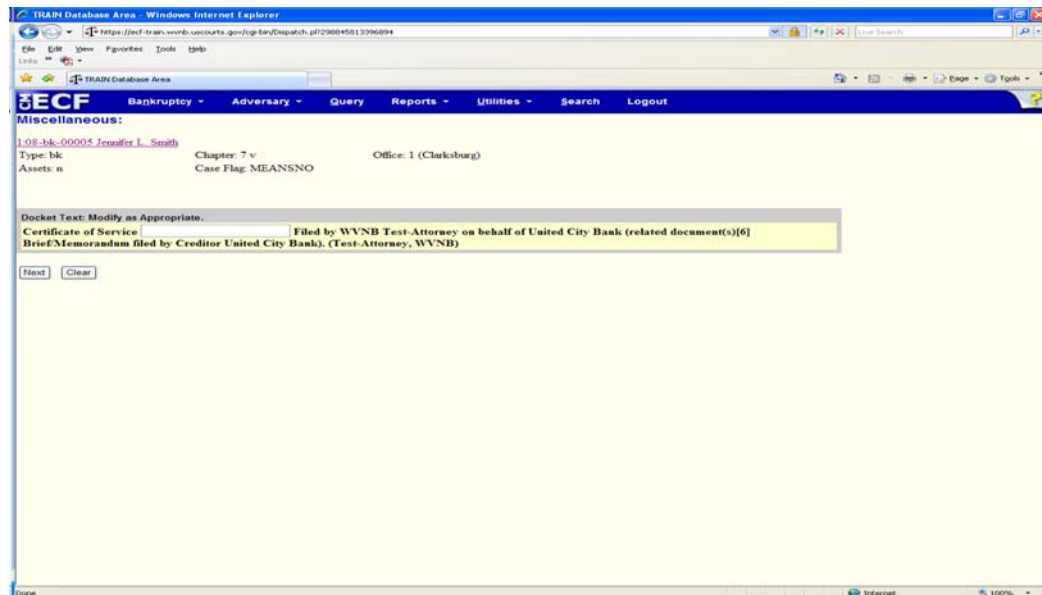


Figure 11

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the [Bankruptcy](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.



Figure 12

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 13.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

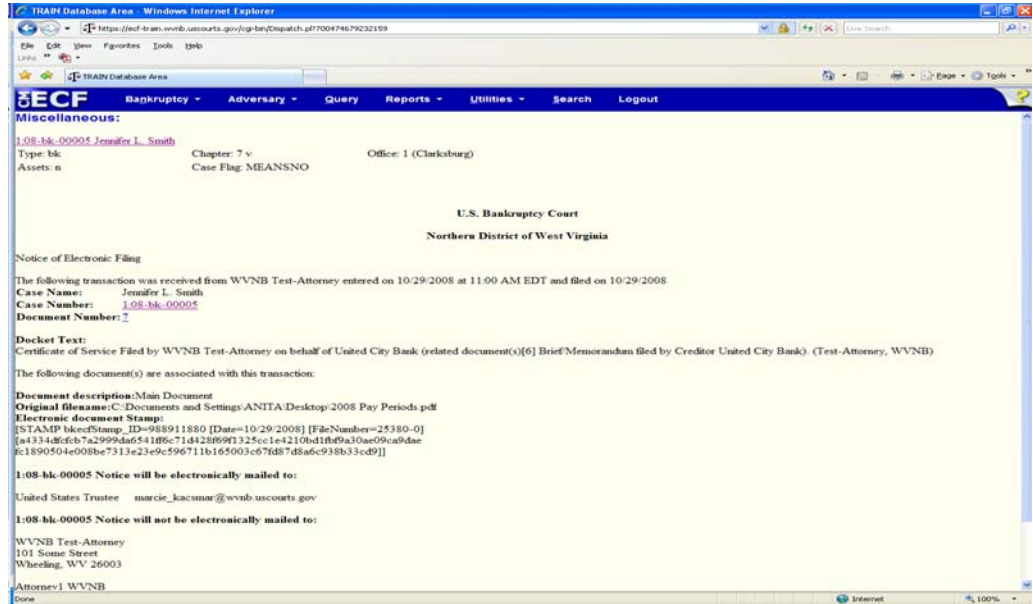


Figure 13