Certificate of Service
For Attorneys

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.

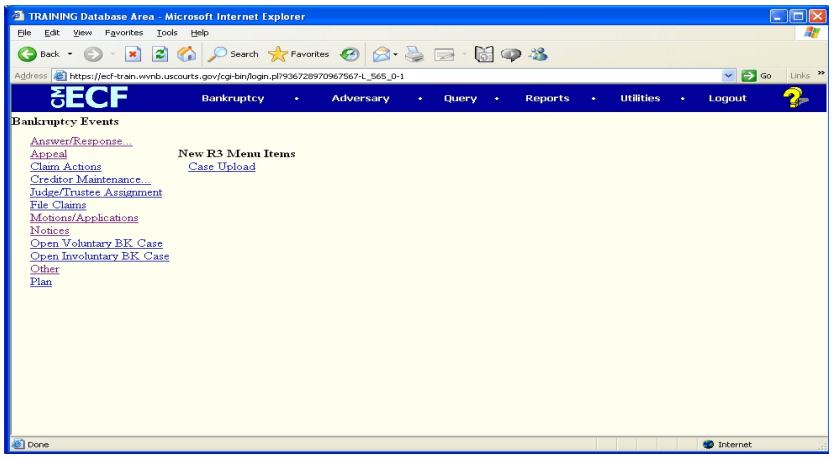


Figure 2

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 using yy-nnnnn format.
- Click **[Next]** to continue.

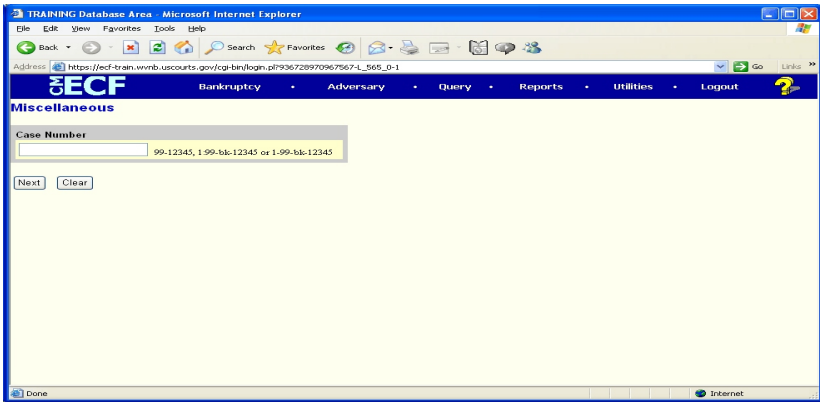


Figure 3

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

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

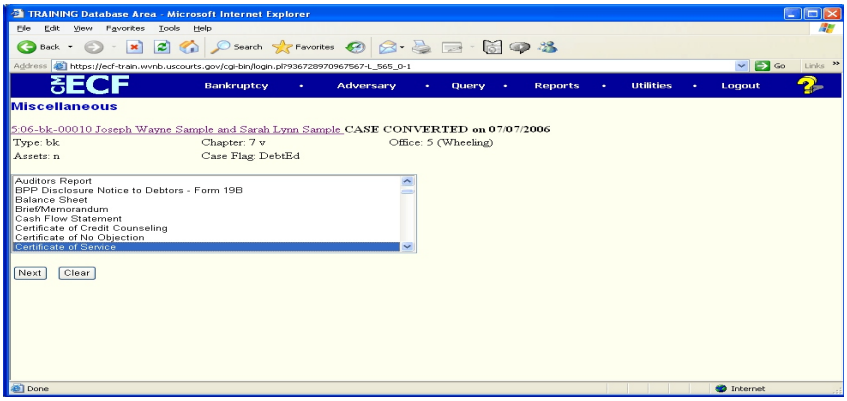


Figure 4

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.

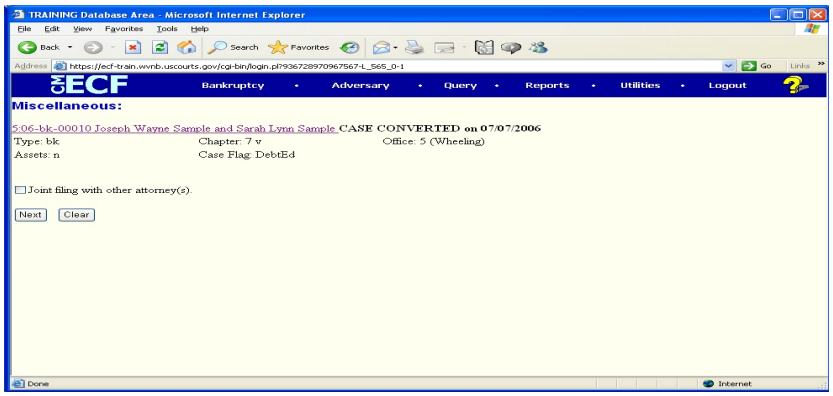
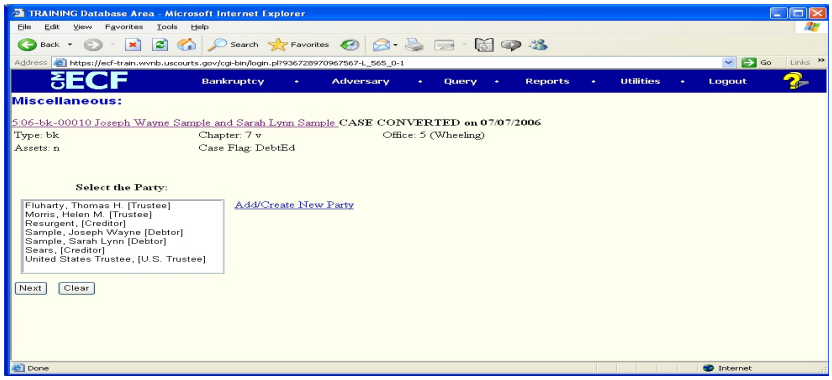


Figure 5

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 National Bank.
- Click **[Next]** to continue.



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.

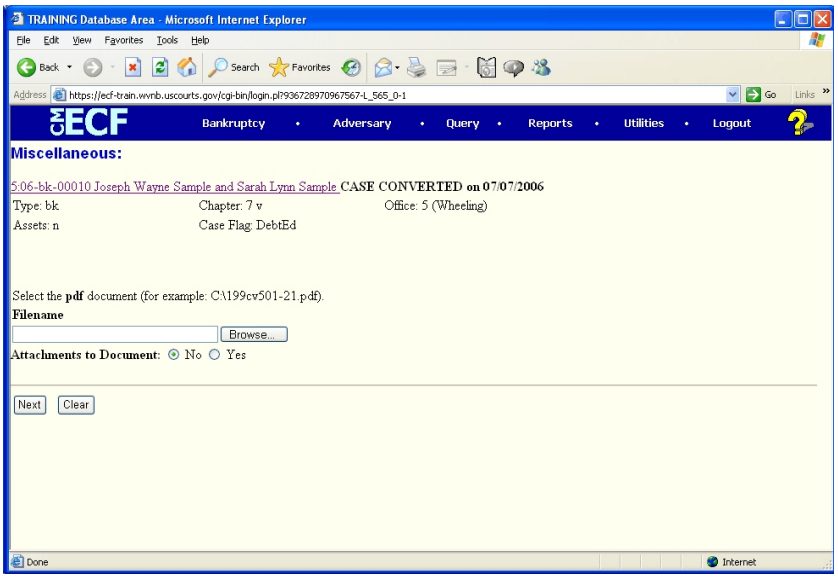


Figure 7

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

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

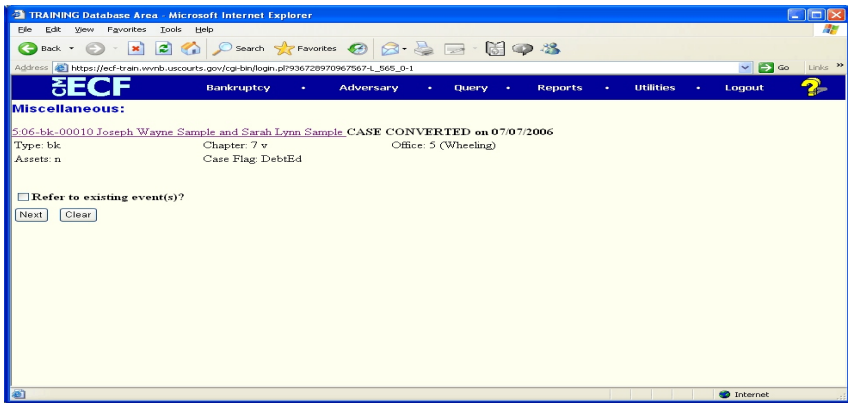


Figure 8

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.

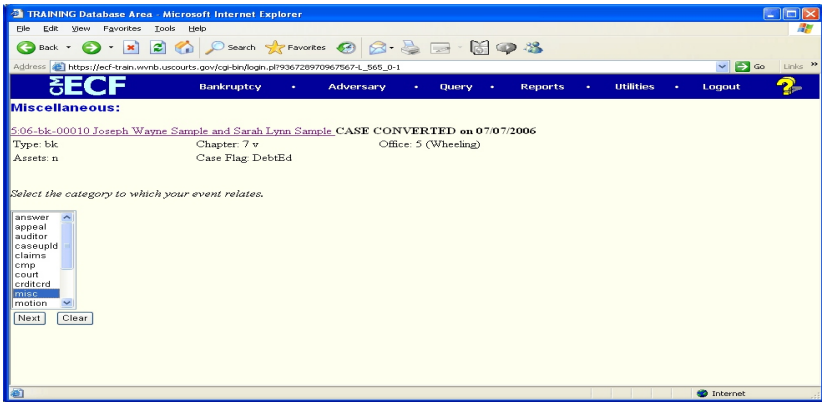


Figure 9

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 32, Brief.
- Click **[Next]** to continue.

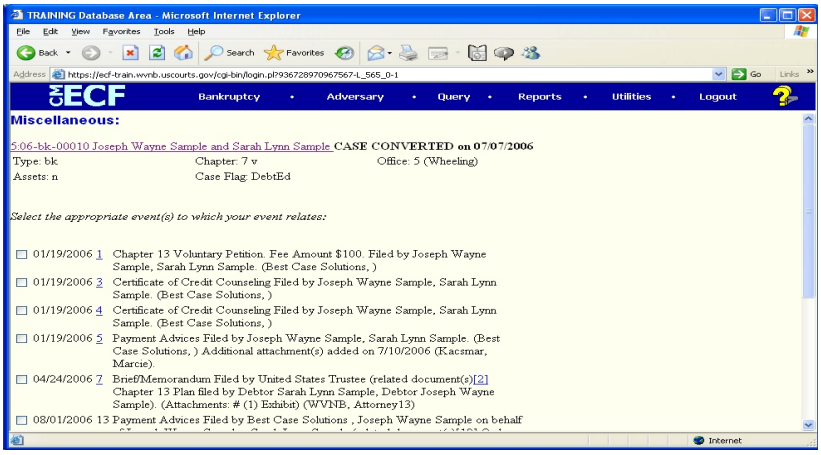


Figure 10

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.

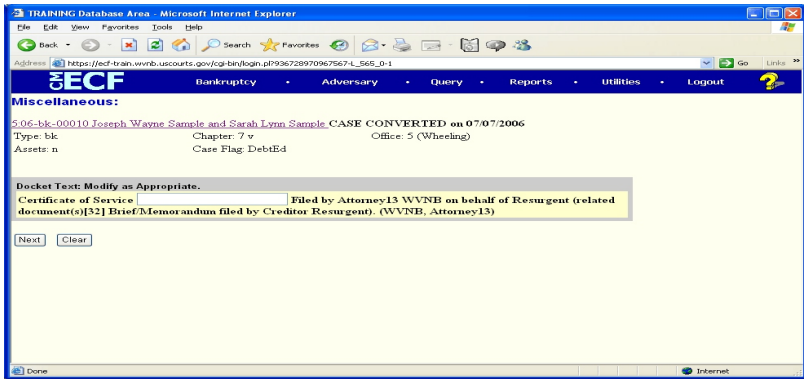


Figure 11

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.

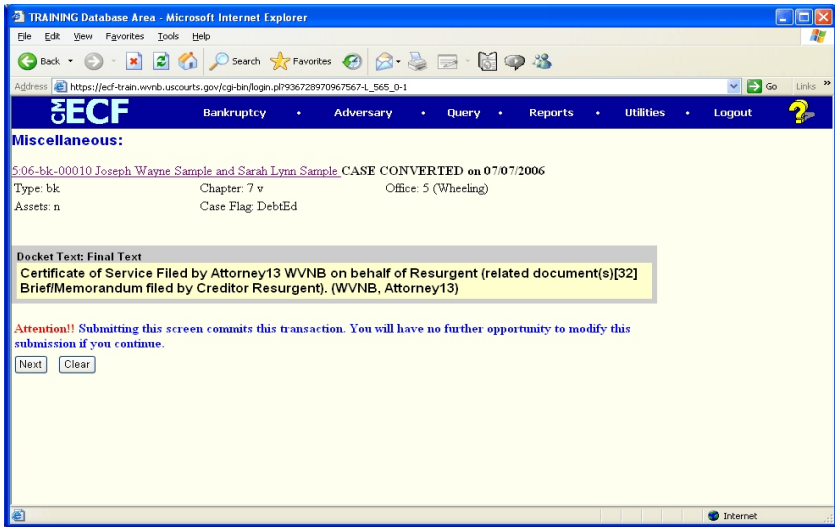


Figure 12

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**.

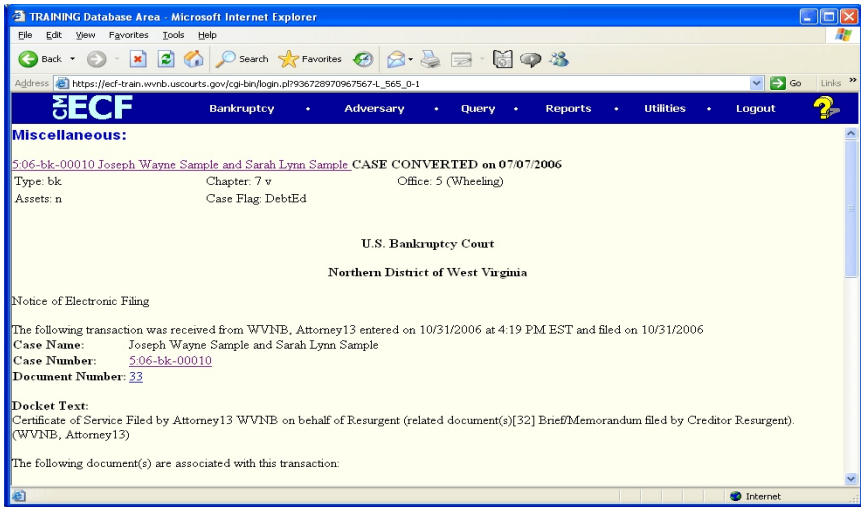


Figure 13