

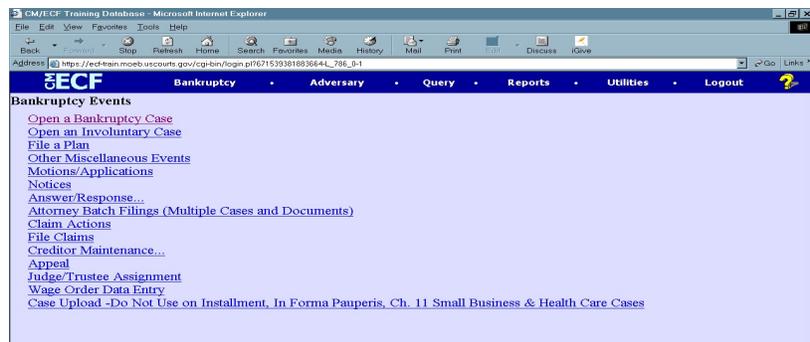
# Certificate of Service

- STEP 1** Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**.  
(See Figure 1)



Figure 1

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



Click on **Other Miscellaneous Events**.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3)

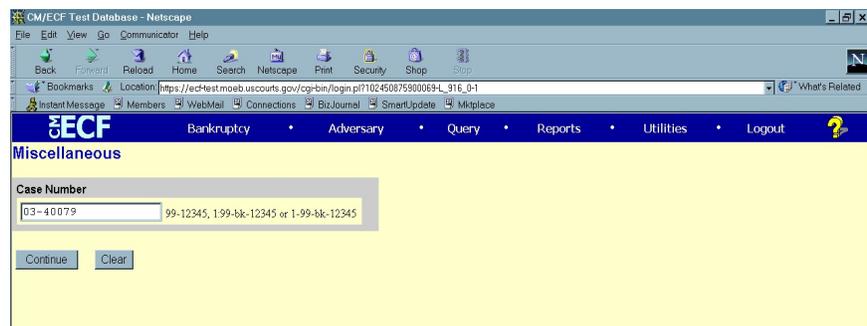
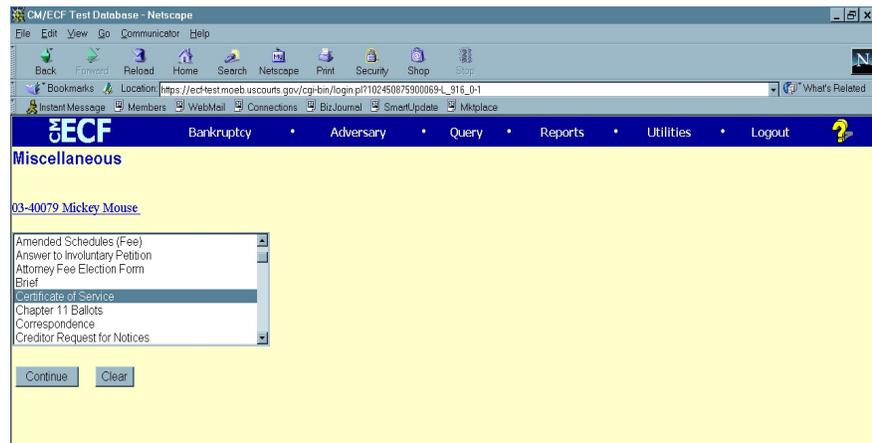


Figure 3

Enter the case number, including the hyphen. YY-NNNNN

Click [**Continue**].

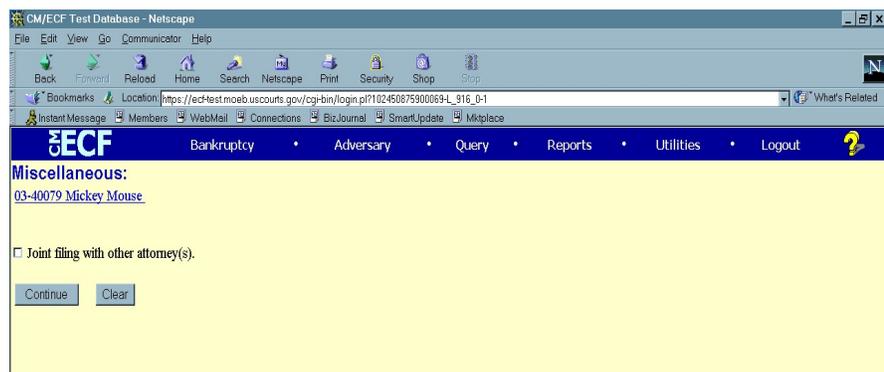
The **CASE INFORMATION** screen displays. Click [**Continue**].

**STEP 4** The **DOCUMENT SELECTION** screen displays. (See Figure 4)**Figure 4**

Select **Certificate of Service** from the pick list of events.

Click on **Certificate of Service** to select it.

Click [**Continue**].

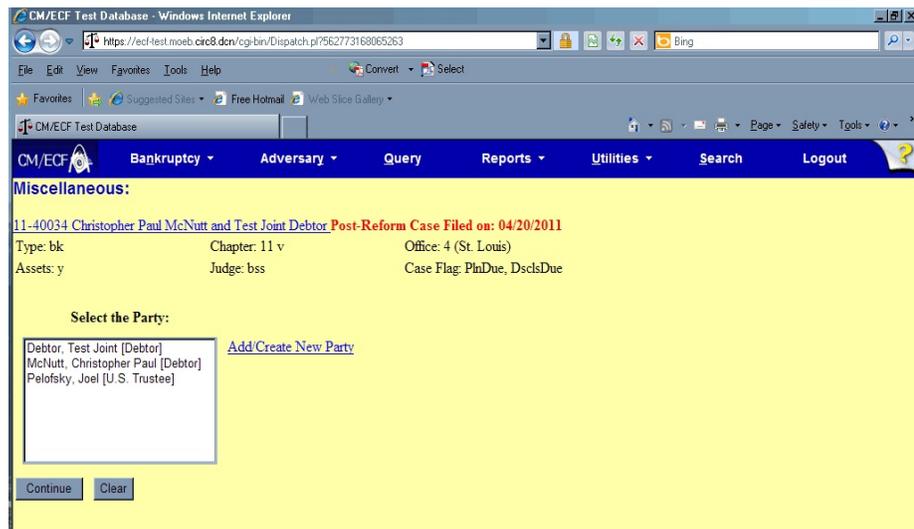
**STEP 5** The **JOINT FILING** screen displays. (See Figure 5)**Figure 5**

This screen is only used if another attorney is joining in a filing.

**No action is necessary.**

Click [**Continue**].

**STEP 6** The **SELECT THE PARTY** screen displays. (See Figure 6)

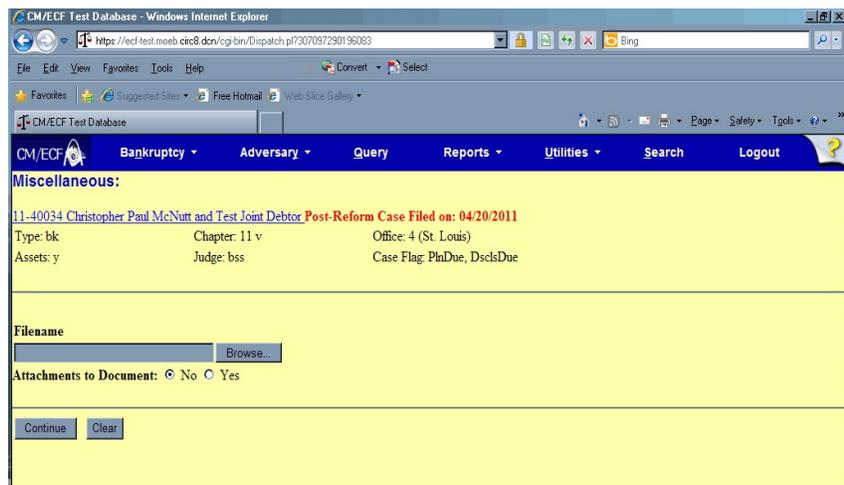


**Figure 6**

Click to highlight the party filer name.

Click **[Continue]**.

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



**Figure 7**

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

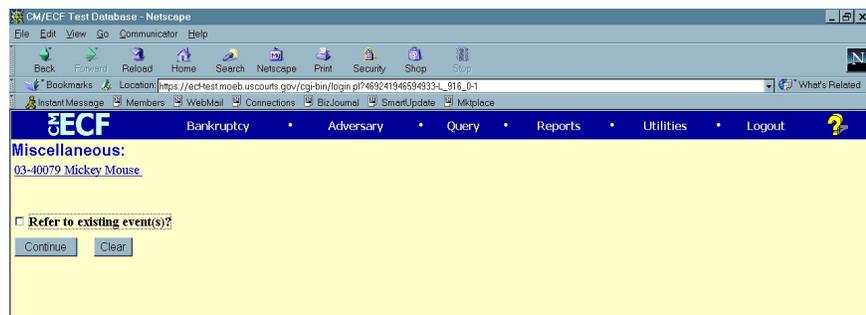
To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click **[Continue]**.

**STEP 8** The **DOCUMENT REFERENCE** screen displays. (See Figure 8)

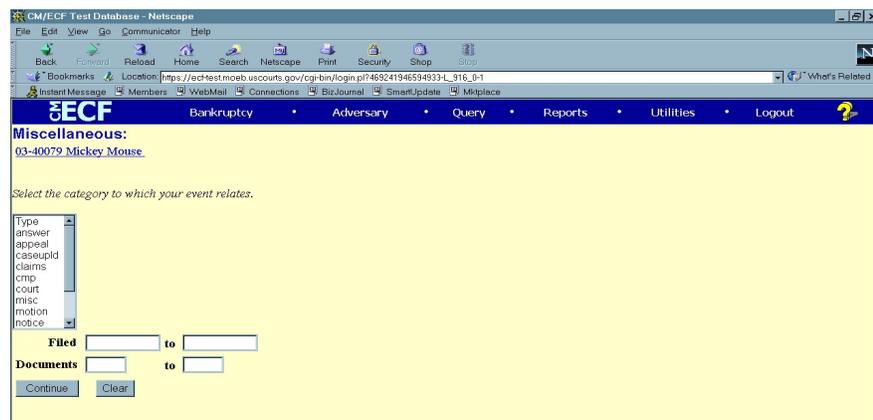


**Figure 8**

Click in the Refer to Existing Event box.

Click **[Continue]**.

**STEP 9** The **DOCUMENT** screen displays. (See Figure 9)

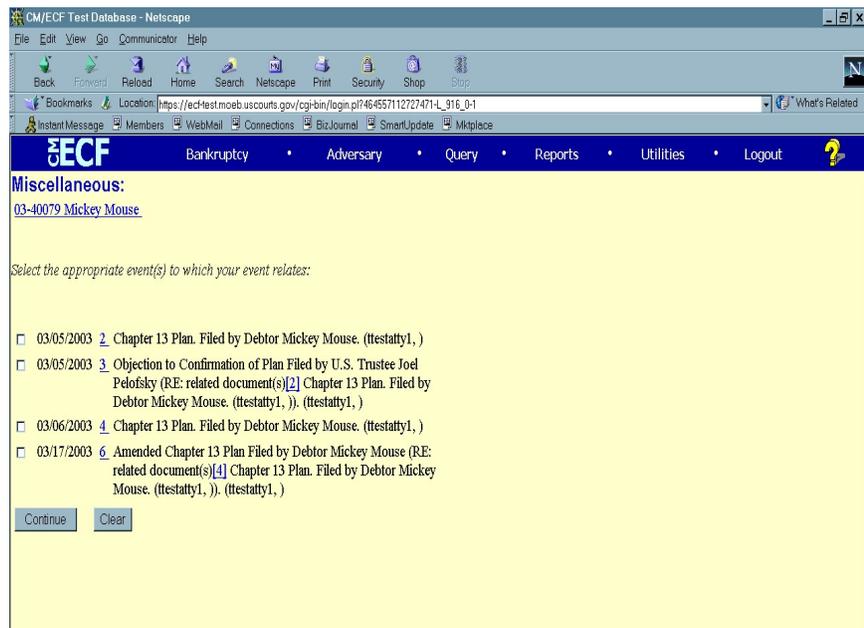


**Figure 9**

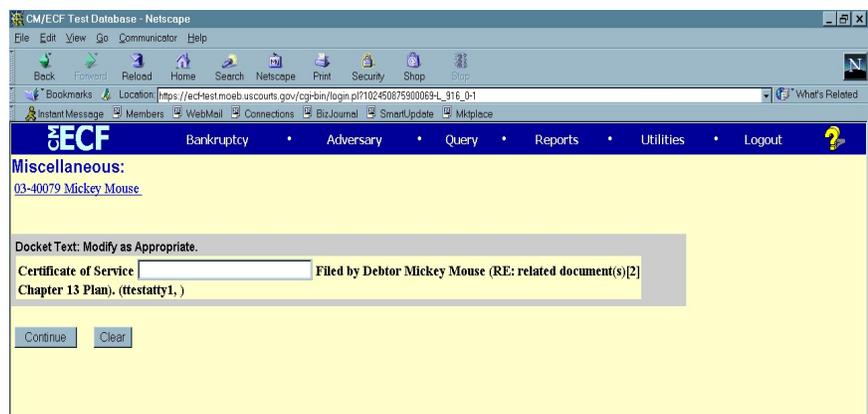
Click to highlight the category to which your certificate of service relates.

You may enter a date range or document number to search.

Click **[Continue]**.

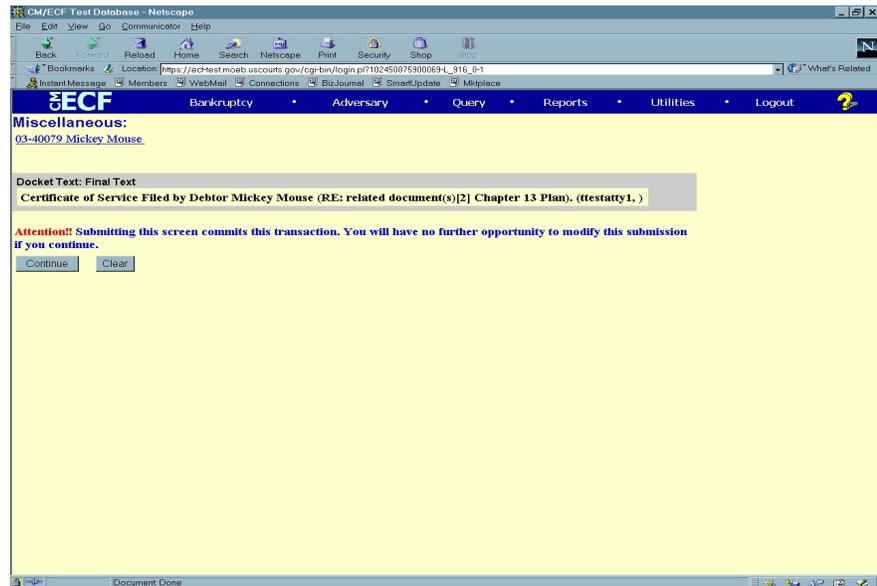
**STEP 10** The **MISCELLANEOUS** screen displays. (See Figure 10)**Figure 10**

Select the appropriate docket event that the certificate of service refers to by clicking in the box next to the event.

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

In the text box additional text for the certificate of service may be added according to the court's procedures.

Click [**Continue**].

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

Verify the final docket text.

**CAUTION!!** This is your last opportunity to change this event. Clicking [**Continue**] will submit this order to the database.

If the final docket text is incorrect, click on your browser's Back button to find the screen to be modified. To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

If correct, click [**Continue**].

**STEP 13** The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser [**Print**] icon. You may also save the notice through the browser **File/Save** option.

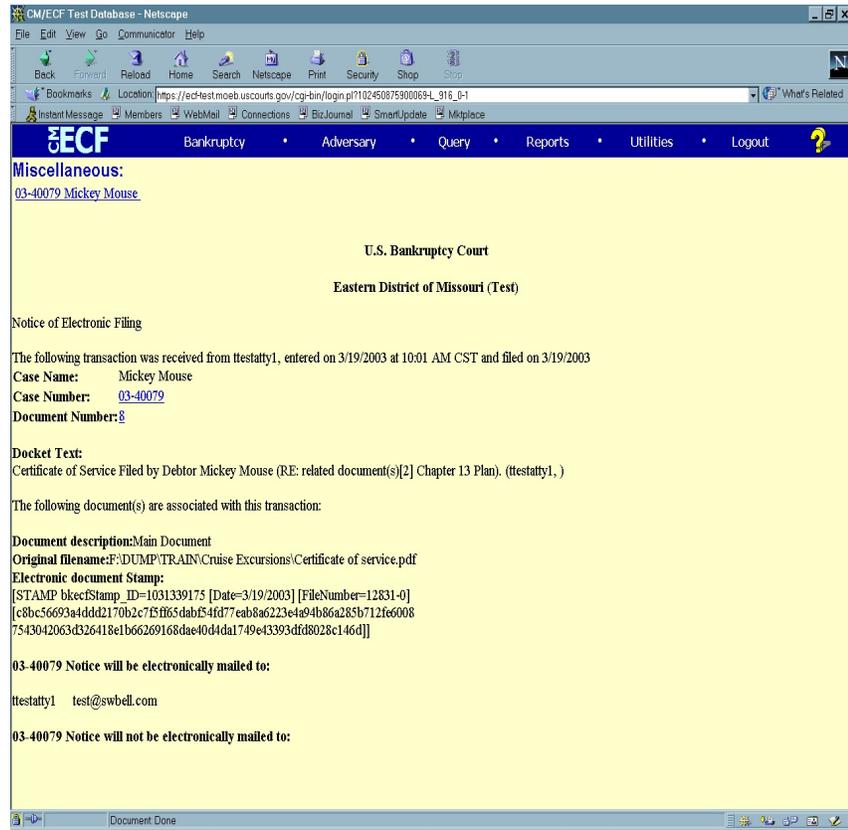


Figure 13