## **Certificate of Service**

STEP 1 Click the <u>Bankruptcy</u> hypertext link on the **CM/ECF Main Menu**. (See 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)

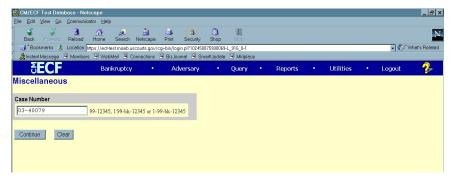


Figure 3

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

Click [Continue].

The CASE INFORMATION screen displays. Click [Continue].

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

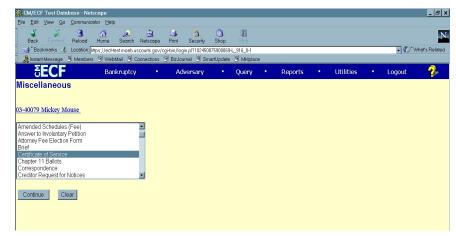


Figure 4

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)

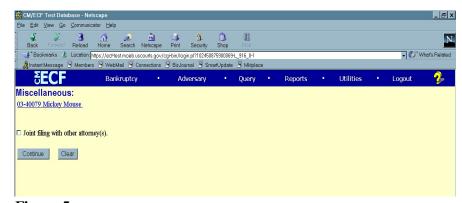


Figure 5

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)

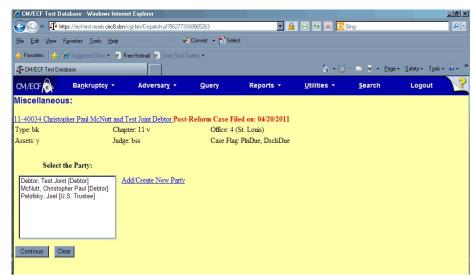


Figure 6

Click to highlight the party filer name.

Click [Continue].

# 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)

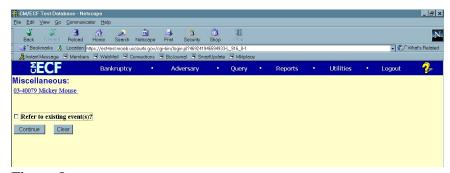


Figure 8

Click in the Refer to Existing Event box.

Click [Continue].

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

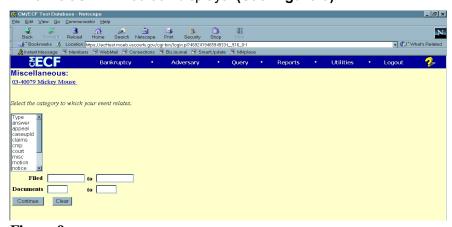


Figure 9

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].

### \_ & X File Edit View Go Communicator Help Bankruptcy Query Reports Adversary Miscellaneous: 03-40079 Mickey Mouse Select the appropriate event(s) to which your event relates. 03/05/2003 2 Chapter 13 Plan. Filed by Debtor Mickey Mouse. (ttestatty1, ) □ 03/05/2003 3 Objection to Confirmation of Plan Filed by U.S. Trustee Joel Pelofsky (RE: related document(s)[2] Chapter 13 Plan. Filed by Debtor Mickey Mouse. (ttestatty1, )). (ttestatty1, ) □ 03/06/2003 4 Chapter 13 Plan. Filed by Debtor Mickey Mouse. (ttestatty1, ) 03/17/2003 6 Amended Chapter 13 Plan Filed by Debtor Mickey Mouse (RE: related document(s)[4] Chapter 13 Plan. Filed by Debtor Mickey Mouse. (ttestatty1, )). (ttestatty1, ) Continue Clear

### 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)

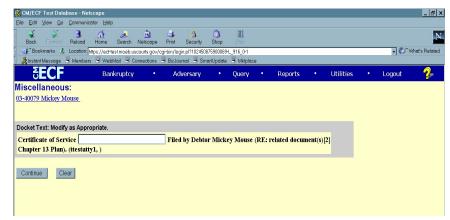


Figure 11

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

Click [Continue].

# Elle East Word On Communicated Help Back Formul Reload Hone Search Netscape Pout Security Blop Back Formul Reload Hone Search Netscape Pout Security Blop CECF Barkcruptcy • Adversary • Query • Reports • Utilities • Logout StreamMessage Whenthers Widehall © Connections © Biodential © Search Spales © Misplaces CECF Barkcruptcy • Adversary • Query • Reports • Utilities • Logout Miscellaneous: 03-40079 Mickey Mouse Docket Text: Final Text Certificate of Service Filed by Debtor Mickey Mouse (RE: related document(s)[2] Chapter 13 Plan), (ttestatty1,) Attendion! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Continue Clear

### 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.

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Figure 13

\_\_\_\_\_ Document Done

03-40079 Notice will not be electronically mailed to: