

CERTIFICATE OF SERVICE

Certificates of Service should be e:filed as attachments to the main pleading. This event is used when the Certificate of Service is filed separate from the main pleading.

STEP 1 Click on **Bankruptcy**

STEP 2 Click on **Misc. Events**

STEP 3 Enter case number; click [NEXT]

STEP 4 Select *Certificate of Service* from drop down list; click [NEXT]

STEP 5 If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.

STEP 6 **Select the Party** or click **Add/Create New Party**

☛ *TIP - If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role Type from the drop down menu on the Party Information screen.*

☛ *TIP - If this is the first time you are appearing on behalf of this party, you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*

STEP 7 Upload the .pdf; click [NEXT]

☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

STEP 8 Place a check in the box, “Refer to existing event?”; click [NEXT]

STEP 9 Select the category to which this event relates; click [NEXT]

STEP 10 Place a check in the box next to the appropriate pleading; click [NEXT]

STEP 11 Docket text displays with a prefix box to further clarify the text. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen; click [NEXT]

SAMPLE DOCKET TEXT

[Prefix selection] Certificate of Service (related document # and title). Filed by Test Attorney on behalf of Test Client.

STEP 12 *Notice of Electronic Filing* displays.