

PRE-TRIAL MEMORANDUM

See also, *Forms - Miscellaneous Forms - [Pre-Trial Instructions](#) and [Joint Proposed Scheduling Order](#)* on our website.

- STEP 1** Click on **Adversary**
- STEP 2** Click on **Misc. Events**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select *Pre-Trial Memorandum* 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** Confirm case information; click [NEXT]

STEP 9 Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

Pre-Trial Memorandum filed by Test Attorney on behalf of Test Client.

STEP 10 *Notice of Electronic Filing* displays.