

STIPULATION DISMISSAL IN ADVERSARY PROCEEDING

- STEP 1** Select **Adversary** from main menu
- STEP 2** Select **Misc Events** event category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select *Stipulation Dismissal in an Adversary Proceeding*; 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** Screen displays, *Is Dismissal for All Defendants?* Check the appropriate radio button; click [NEXT]
- STEP 9** Confirm case information; click [NEXT]

STEP 10 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

Stipulated Dismissal in an Adversary Proceeding filed by Test Attorney on behalf of Test Client.

STEP 11 *Notice of Electronic Filing* displays.