

**MASTER SERVICE LIST**

Please review [Exhibit F](#) of the *General Order Governing Procedures for Complex Chapter 11 Cases*. Section D, Noticing Procedures addresses Master Service Lists.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Miscellaneous Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Master Service List** 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; click [NEXT]
- ☛ *TIP - If Add/Create New Party is selected, complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen.*
- STEP 7** Upload .pdf file; click [NEXT]
- STEP 8** Confirm case information; click [NEXT]
- STEP 9** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
- ☛ *TIP - Text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*

**SAMPLE DOCKET TEXT**

**Master Service List filed by Test Attorney on behalf of Test Client**

- STEP 10** Notice of Electronic Filing displays