

## **SUPPORT**

Support documents should be uploaded as attachments to initiating pleadings. This event is used to e:file supporting documents separately.

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- STEP 1** Click on **Bankruptcy**
- STEP 2** Click on **Misc. Events**
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Support** 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** Select the category to which this event relates and enter the type of support in the *Support Document Type* field; click [NEXT]

**STEP 9** Place a check in the box next to the appropriate event; click [NEXT]

**STEP 10** Confirm case information; click [NEXT]

**STEP 11** 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

*[Free Text] in support of (related document title and #) filed by Test Attorney on behalf of Test Client.*

**STEP 12** *Notice of Electronic Filing* displays.