

Memorandum

STEP 1. Click on **Bankruptcy** or **Adversary** (whichever is appropriate) on the ECF Main Menu Bar.

STEP 2. Click on **Miscellaneous** from the **Bankruptcy** menu or **Notices/Misc** from the **Adversary** menu.

STEP 3. The **Case Number** screen displays.

- Insert the case number using the YY-NNNNN format if it is a **Bankruptcy** case or if it is an **Adversary** case use YY-NNNN format.
- Click **Next**.

STEP 4. Select **Memorandum** from the event list.

TIP: To conduct a faster search, type the first letter of the event (i.e. **m**) and scroll from that point.

- Click on the event, which will highlight it.
- Click **Next**.

STEP 5. The **Party Selection** screen displays.

- Select the appropriate party.
- Using **ECF Basics**, and the **Style Guide**, and **only** if the party does not appear in the party filer list already, click **Add/Create New Party** to add the party.
- Click **Next**.

STEP 6. A screen displaying the question **Does this Memorandum Reference a Filed Document** displays.

- Entry defaults to **y** for yes.
- If this is correct, click **Next**.
- Proceed to **STEP 9**.

- STEP 7.** If it does not refer to a filed document, press **Delete** once and type **n**.
- Click **Next**.
 - Select Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 8.** A case verification screen displays.
- Click **Next**.
 - Proceed to **STEP 12**.
- STEP 9.** If you answered **y** in step 6, the **Select the category to which your event relates** screen will display.
- Select the appropriate event type (e.g. **motion, cmp, answer**) by clicking on it and highlighting it. If you are not certain of the event type, simply click and highlight the entire list.
 - Click **Next**.
- STEP 10.** The **Select the appropriate event(s) to which your event relates** screen displays.
- Click on the event. A check-mark (✓) displays in the box next to the event you have selected.
 - Select Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 11.** A case verification screen displays.
- Click **Next**.
- STEP 12.** The **Docket Text: Final Text** screen displays.
- Click **Next**.
- STEP 13.** The **Notice of Electronic Filing** screen displays.