

# Stipulation

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Stipulation** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filers. If applicable, bypass a subsequent screen that attempts to link you to a party you don't actually represent.
  - Click **Next**.
- STEP 6.** **Does this Request Reference a filed Document?** “y” or “n” (Defaults to “y”).
- If “y”, proceed to **STEP 7**. If “n”, skip to 1<sup>st</sup> bullet of **STEP 8**.
  - Click **Next**.
- STEP 7.** Select the category to which your event relates.
- Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates:
- Click **Browse** to select the appropriate PDF to attach.
  - Click **Next**.

**STEP 9.** A case verification screen displays.

- Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.