

Brief

STEP 1. Click on **Bankruptcy** on the ECF Main Menu Bar.

NOTE: Use this event if you are filing a Brief in an Adversary Proceeding.

STEP 2. Click on **Miscellaneous**.

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

Insert the case number using the YY-NNNNN (Main Case) or YY-NNNN (Adversary Proceeding) format.

Click **Next**.

STEP 4. Confirm the debtor(s) name and case number are correct.

Select **Brief** from the event list.

Click **Next**.

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

Select the party filer.

Click **Next**.

STEP 6. **Does this Brief Reference a Filed Document?** defaults to **y**. If no, change to **n** and proceed with **STEP 7**. Otherwise, proceed to **STEP 8**.

Click **Next**.

STEP 7. A free text screen **Concerning** your Brief must be used.

Click **Browse** to select the appropriate PDF to attach.

Click **Next**.

Skip to **STEP 10**.

STEP 8. If there is an existing event:

- Select the category to which your event relates (**required**).
- Enter the filed date of the related event (**optional**) OR
- Enter the document number of the related event (**optional**).
- Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

STEP 9. Select the appropriate event(s) to which your event relates.

- Click **Next**.

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

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

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