

Motion for Summary Judgment

NOTE: Motion for Summary Judgment must be followed by entry of a **Concise Statement of Material Facts**. See U.S. District Court Local Rule 56.

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions**.
- STEP 3.** The **Case Number** screen displays.
- Insert the Adversary number using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the Parties' names and Adversary number are correct.
- Select **Summary Judgment** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Filer** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** **Does this filing include an affidavit, declaration or certification?** question displays.
- If an affidavit is filed with the motion, click **Yes**.
 - Click **Next**.
- STEP 7.** Select the appropriate response to the question: **Is this a Cross Motion?**
- Click **Next**.
- STEP 8.** Select appropriate response to the question: **Is this a Motion for Partial Summary Judgment?**
- Click **Next**.
- STEP 9.** Click **Browse** to select the appropriate PDF to attach.

- 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 and/or use the free text box (up to 30 characters) to add important information or leave both blank.

- Click **Next**.

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

- Click **Next**.

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