

Reply Brief

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Appeals**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using either the YY-NNNNN format for Bankruptcy cases or the YY-NNNN format for Adversary Proceedings cases.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Reply Brief** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** A case verification screen displays.
- Click **Next**.
- STEP 7.** Select docket entries which are to be associated with the above schedule(s).
- Click **Next**.
- STEP 8.** A **Terminate Pending Deadlines** screen might display. Terminate only an applicable deadline.
- 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.