

Stipulated Facts

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the Adversary Proceeding number using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the party name(s) and adversary number are correct.
- Select **Stipulated Facts** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** Select the PDF document.
- Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 7.** A case verification screen displays.
- Click **Next**.
- STEP 8.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
 - Click **Next**.
- STEP 9.** The **Notice of Electronic Filing** screen displays.