

Supplemental Memorandum

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous** under **Bankruptcy** or click on **Notices/Miscellaneous** under **Adversary**.
- 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 **Supplemental Memorandum** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** Select the category to which your event relates.
- Enter the filed date of the related event (**optional**) OR
 - Enter the document number of the related event (**optional**).
 - Click **Next**.
- STEP 7.** Select the appropriate event(s) to which your event relates.
- Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 8.** A case verification screen displays.
- Click **Next**.

STEP 9. The **Docket Text: Final Text** screen displays.

Confirm the docket text is correct.

Click **Next**.

STEP 10. The **Notice of Electronic Filing** screen displays.