

# 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 see next Step. Otherwise, see 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 extra 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.