

Memorandum

STEP 1. Click on **Bankruptcy** or **Adversary** (whichever is appropriate) on the ECF Main Menu Bar.

STEP 2. Click on **Miscellaneous** from the **Bankruptcy** menu or **Notices/Miscellaneous** from the **Adversary** menu.

STEP 3. The **Case Number** screen displays.

- Insert the case number using the YY-NNNNN format if it is a **Bankruptcy** case or if it is an **Adversary** case use YY-NNNN format.
- Click **Next**.

STEP 4. Select **Memorandum** from the event list.

TIP: To conduct a faster search, type the first few letters of the event (i.e. mem) and scroll from that point.

- Click on the event, which will highlight it.
- Click **Next**.

STEP 5. The **Party Selection** screen displays.

- Select the appropriate party.
- Using **ECF Basics**, and the **Style Guide**, and **only** if the party does not appear in the party filer list already, click **Add/Create New Party** to add the party.
- Click **Next**.

STEP 6. At **Select one: Memorandum In Support of; Memorandum In Opposition to; Trial Memorandum or Memorandum**, select **Memorandum**.

- Click **Next**.

STEP 7. A screen with the question **Does this memorandum reference a filed document?** displays.

- Entry defaults to no, make the appropriate selection.
 - If yes, continue with **STEP 10**.
 - Click **Next**.
- STEP 8.** A free text box **Regarding** displays. Enter what your Memorandum is regarding
- Click **Next**.
- STEP 9.** The **Filename** screen displays.
- Click on **Browse...** to locate the PDF document you created. Highlight and right-click to open the document to verify it is the correct one. If the correct document has been selected, close Adobe.
 - Click **Open** in the Choose File to Upload dialogue box to paste the document into the **Filename** field.
 - Click **Next**.
 - Proceed to **STEP 12**.
- STEP 10.** If you answered **yes** in **STEP 7**, the **Select the category to which your event relates** screen will display.
- Select the appropriate event type (e.g. **motion, cmp, answer**) by clicking on it and highlighting it. If you are not certain of the event type, simply click and highlight the entire list.
 - Click **Next**.
- STEP 11.** The **Select the appropriate event(s) to which your event relates** screen displays.
- Click on the event. A check-mark (✓) displays in the box next to the event you have selected.
 - Select Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 12.** 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 or leave blank.
- Click **Next**.

STEP 13. The **Docket Text: Final Text** screen displays.

- Click **Next**.

STEP 14. The **Notice of Electronic Filing** screen displays.