

# Notice of Hearing (Bankruptcy)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number by using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** The **Event Selection** screen displays.
- Select **Notice of Hearing** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 6.** A warning screen displays.
- Do not continue docketing this event if you are filing LBF #1366.3. Use the event Notice of Hearing/Request for Hearing (LBF #1366.3) in the Notices category instead.** Continue only if this warning does not apply.
  - Answer the question: **Are you rescheduling a hearing?**
  - Click **Next**.
- STEP 7.** A warning displays: **You must enter a valid hearing date, time and location. Be sure to review the final docket text to verify all hearing information.**
- Click **Next**.
- STEP 8.** A hearing information screen displays.

- Choose the appropriate type of hearing and enter the hearing date, time and location.
- Select docket entries which are to be associated with the hearing.
- Click **Next**.

**STEP 9.** Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

**STEP 10.** 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 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.