

Satisfaction of Judgment

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** Insert the case number using the YY-NNNN format.
- Click **Next**.
- STEP 4.** Select **Satisfaction of Judgment**.
- Click **Next**.
- STEP 5.** Select the party filer.
- Click **Next**.
- STEP 6.** At the question: **Is this a partial satisfaction of judgment?** defaults to **n**. Answer appropriately.
- Click **Next**.
- STEP 7.** 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**.
- STEP 8.** 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 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.