

Stipulation

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous** under the **Bankruptcy** heading or **Notices/Miscellaneous** under the **Adversary** heading.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format for a Bankruptcy Case or YY-NNNN format for an Adversary Proceeding.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Stipulation** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filers. If applicable, bypass a subsequent screen that attempts to link you to a party you don't actually represent.
 - Click **Next**.
- STEP 6.** A message displays: **If submitting a stipulated order/judgment, do not use this event. Include stipulation in the body of, or attach to the end of, the stipulated order/judgment. File using Upload Order - No Separate Motion.**
- Answer the question: **Does this Request Reference a Filed Document?** "yes" or "no" (Defaults to "yes").
 - If no, skip to 1st bullet of **STEP 8**.
 - Click **Next**.
- STEP 7.** Select the category to which your event relates.
- Click **Next**.

STEP 8. The **Select the appropriate event(s) to which your event relates:** screen displays.

- Select the appropriate event.
- 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 9. 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 and/or use the free text box (up to 30 characters) to add important information or leave both blank.
- Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.