

Bill of Costs

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the Adversary number using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the Parties's names and adversary number are correct.
- Select **Bill of Costs** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** 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 7.** The **Docket Text: Modify as Appropriate** screen displays.
- Us the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
 - Click **Next**.

STEP 8. The **Docket Text: Final Text** screen displays.

- Click **Next**.

STEP 9. The **Notice of Electronic Filing** screen displays.