

Brief

- STEP 1.** Click on **Bankruptcy** or **Adversary** 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 (Main Case) or YY-NNNN (Adversary Proceeding) format.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Brief** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** At **Select one type: In Support, In Opposition, Other**, select **Other**.
- Click **Next**.
- STEP 7** **Does this brief reference a filed document?** defaults to **y**. If no, change to **n** and proceed with **STEP 8**. Otherwise, proceed to **STEP 9**.
- Click **Next**.
- STEP 8.** A free text box **Regarding** your Brief. Enter what your brief is regarding.
- 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**.
- Skip to **STEP 11**.

STEP 9. If there is an existing event:

- Select the category to which your event relates (**required**).
- Enter the filed date of the related event (**optional**) OR
- Enter the document number of the related event (**optional**).
- Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

STEP 10. Select the appropriate event(s) to which your event relates.

- Click **Next**.

STEP 11. 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 12. The **Docket Text: Final Text** screen displays.

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

STEP 13. The **Notice of Electronic Filing** screen displays.