

# Missing Documents Filed

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
  - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Missing Documents Filed** from the event list.
  - Click **Next**.
- STEP 5.** Select the party filer.
- Click **Next**.
- STEP 6.** Check all boxes that apply to the documents being filed.
- Click **Next**.
- STEP 7.** A message screen displays: **If no schedules are being filed, skip the next screen. Do not enter zeros unless your schedule total is zero.**
- Click **Next**.
- STEP 8.** A **Summary of Schedules** screen displays. If no schedules are being filed, skip this screen. Do not enter zeros unless your schedule total is zero.
- If schedules are being filed, you will need to fill out or update the appropriate boxes.
  - Click **Next**.
- STEP 9.** A list of Statistical Information screen displays.
- Enter requested information on the screen.

- Click **Next**.

**STEP 10.** The PDF attachment screen displays.

- Click **Browse** to select the appropriate PDF to attach.
- 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.