

# Motion for Summary Judgment

- STEP 1.** Click on **Adversary** (or **Bankruptcy**) on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions**.
- STEP 3.** The **Case Number** screen displays.
- Insert the Adversary number using the YY-NNNN format.
  - Click **Next**.
- STEP 4.** Confirm the Parties' names and case number are correct.
- Select **Summary Judgment** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Filer** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 6.** Message screen displays: **Does this filing include an affidavit, declaration or certification?**
- If an affidavit, declaration or certification is filed with the motion, click **Yes**.
  - Click **Next**.
- STEP 7.** Select the appropriate response to the question: **Is this a Cross Motion?**
- Click **Next**.
- STEP 8.** Select appropriate response to the question: **Is this a Motion for Partial Summary Judgment?**
- Click **Next**.
- STEP 9.** 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 10.** 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 11.** The **Docket Text: Final Text** screen displays.

- Click **Next**.

**STEP 12.** The **Notice of Electronic Filing** screen displays.