

Motion for Summary Judgment

NOTE: Motion for Summary Judgment must be followed by entry of a **Concise Statement of Material Facts**. See U.S. District Court Local Rule 56.

- STEP 1.** Click on **Adversary** 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 Adversary 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? Per LBR7056, file the Support Memorandum and Concise Statement of Facts separately from this motion. These filing events are located in the Miscellaneous category.**
- 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.