

Non-Military Affidavit

I. Introduction

Non-Military Affidavits, as to individual Defendants, are filed as part of the Default Order and Judgment Process. They are filed simultaneously with the Motion for Default Order, Bill of Costs, and any Affidavits in Support of the Motion for Default Order.

II. Procedure

Step 1. Click on **Adversary** (or **Bankruptcy**) on the ECF Main Menu Bar.

Step 2. Click on **Notices/Miscellaneous** (or **Miscellaneous**).

Step 3. Insert the case number using the YY-NNNN format.

Click **Next**.

Step 4. Confirm the case name and number are correct.

Select the event **Non-Military Affidavit** from the list.

Click **Next**.

Step 5. The **Select the Party:** screen displays.

From the list, choose the party or parties filing the Non-Military Affidavit.

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.

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

- Verify the case name and number again. Verify the docket text.
- Click **Next**.

Step 9. The **Notice of Electronic Filing** displays.

III. Follow-Up

After filing the Non-Military Affidavit, the Bill of Costs, if any, and the Motion for Order of Default, the Order Allowing Default (**Upload Order on Previously Filed Motion or Document**) and the Judgment (**Upload Order - No Separate Motion (Use this Link for uploading a Judgment)**) will need to be uploaded for review and signature.