

Notice of Hearing (Adversary)

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Adversary Case Number** screen displays.
- Insert the case number by using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** The **Event Selection** screen displays.
- Select **Notice of Hearing** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** A warning screen displays.
- Answer the question **Are you rescheduling a hearing?**
 - Click **Next**.
- STEP 7.** A warning screen displays.
- You must enter a valid hearing date, time and location. Be sure to review the final docket text to verify all hearing information.**
 - Click **Next**.
- STEP 8.** A hearing information screen displays.
- Choose the appropriate type of hearing and enter the hearing date, time and location.

- Select the appropriate document the hearing relates to, if any.
- Click **Next**.

NOTE: If you did not select a document a dialog box will display. Click OK.

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 or leave blank.
- Click **Next**.

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

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

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