

Unless the event specifically includes more than one relief type in the title, do not combine a Reply or Response with any other relief type (e.g., Response and Request for Hearing) in one document.

Reply

- STEP 1.** Click on either **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on either **Answer/Response...** or **Answers...**
- STEP 3.** Click on either **Reference an Existing motion/application or Motion/Application.**
- STEP 4.** The **Case/Adversary Number** screen displays.
- Insert the case/adversary proceeding number using the YY-NNNN(N) format.
 - Click **Next**.
- STEP 5.** Confirm the debtor(s)/party name(s) and case/adversary proceeding number are correct.
- Use the drop down list to select **Reply**.
 - Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 7.** Select the category to which your event relates.
- Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates.
- Click **Next**.

- STEP 9.** A message displays: **Does this filing include an affidavit, declaration, certification, brief or memorandum?**
- Select appropriate response (defaults to no)
 - Click **Next**.
- STEP 10.** 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 11.** The **Docket Text: Modify as Appropriate** screen displays.
- Use the drop down list to select any extra 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.