

# Trial Memorandum

**STEP 1.** Click on **Bankruptcy** or **Adversary** (whichever is appropriate) on the ECF Main Menu Bar.

**STEP 2.** Click on **Miscellaneous** under the **Bankruptcy** heading or **Notices/Miscellaneous** under the **Adversary** heading.

**STEP 3.** The **Case Number** screen displays.

- Insert the case number using the YY-NNNNN format if it is a **Bankruptcy** case or if it is an **Adversary** case use YY-NNNN format.
- Click **Next**.

**STEP 4.** Select **Memorandum** from the event list.

**TIP:** To conduct a faster search, type the first few letters of the event (i.e. mem) and scroll from that point.

- Click on the event, which will highlight it.
- Click **Next**.

**STEP 5.** The **Party Selection** screen displays.

- Select the appropriate party.
- If the party does not appear in the **Party Selection** list, click **Add/Create New Party** to add the party. Use **ECF Filing Basics** and the **Style Guide** for procedures to add parties.
- Click **Next**.

**STEP 6.** At **Select one: Memorandum In Support of, Memorandum in Opposition to, Trial Memorandum, Memorandum**, select **Trial Memorandum** from the list.

- Click **Next**.

**STEP 7.** 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 8.** 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 9.** The **Docket Text: Final Text** screen displays .

- Click **Next**.

**STEP 10.** The **Notice of Electronic Filing** screen displays.