

**DECLARATION RE: ELECTRONIC FILING**  
Updated 01/30/2008

This process shows the steps and screens required for an external user to file a Declaration RE: Electronic Filing.

**STEP 1** - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** - The BANKRUPTCY EVENTS screen displays.

- Click on Other hyperlink.

**STEP 3** - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

**STEP 4** - The EVENTS screen displays.

- Verify that the case name and number are correct.
- Select “Declaration Re: Electronic Filing” from the list of events.
- Click the [**Next**] button.

**NOTE:** Type the first letter (**D** for **Declaration**) and the highlight bar will immediately select the first entry beginning with **D**.

**STEP 5** - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the [**Next**] button.

**STEP 6** - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party's name and address does not appear in the drop down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

**STEP 7** - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

**STEP 8** - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

**STEP 9** - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

**STEP 10** - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.
- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Docket Text: Final Text

Declaration Re: Electronic Filing Filed by Joe Attorney on behalf of Cathy F Bowers, Jimmy Lee Bowers. (Attorney, Joe)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

**STEP 11** - The NOTICE OF ELECTRONIC FILING screen displays.

- This is the verification of the date and time the Declaration Re: Electronic Filing was filed. The docket number is also displayed. It is recommended that you print this screen for your records.