

**CERTIFICATION REGARDING JUDGE ASSIGNMENT
11/04/2009**

Description: Operating Order 09-05, prohibits the automatic judge assignment of certain Chapter 11 cases and requires the external user to file a Certification Regarding Judge Assignment.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Certification Regarding Judge Assignment** from the events list or start typing “Certification” in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to associates filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 5 – The SELECT PARTY screen displays.

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

- Click the [Next] button.

STEP 6 – The ASSOCIATION screen appears.

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

STEP 7 – The CERTIFICATION screen displays.

Pursuant to Operating Order 09-05, the filing party certifies that the Judge/Trustee Assignment has not been completed in this case because:

- Select the appropriate radio button:
 - this chapter 11 case or group of related chapter 11 cases have scheduled assets that total \$20 million or more.
 - on information and belief, this chapter 11 case will require significantly more court time than is customary in the early stages of a chapter 11 case.
- Click the [Next] button.
- Click the [Next] button.

Sample Docket Text: Final Text

Pursuant to Operating Order 09-05, the filing party certifies that the Judge/Trustee Assignment has not been completed in this case because this chapter 11 case or group of related chapter 11 cases have scheduled assets that total \$20 million or more. Filed by Bill Attorney on behalf of ABC Company. (Attorney, Bill)

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

Have you redacted?

Sample Docket Text: Final Text

Pursuant to Operating Order 09-05, the filing party certifies that the Judge/Trustee Assignment has not been completed in this case because on information and belief, this chapter 11 will require significantly more court time than is customary in the early stages of a chapter 11 case. Filed by Bill Attorney on behalf of ABC Company. (Attorney, Bill)

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

Have you redacted?

STEP 8 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.