

JOINT STATEMENT OF DISPUTE

Updated 10/28/2022

Description: This process shows the steps required for CM/ECF users to file a “Joint Statement of Dispute.” The submitted Proposed Order should not include a signature block for the Judge.

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 **Help** button located on the CM/ECF menu bar.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Joint Statement of Dispute** from the events list or start typing “Joint” in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to associate 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.

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 SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event. If there are no attachments, click the **[Next]** button.
- Add attachments if applicable, i.e., a Proposed Order. Select the radio button for **Yes** and click the **[Next]** button.
- Browse to add attachments, select a category, i.e., Proposed Order (no description will be required if a category from the drop-down is chosen).
- Click the **[Add to List]** button.
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 8 – 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.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text

Joint Statement of Dispute 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 9 – 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.