

CERTIFICATE OF SERVICE

Updated 1/31/2008

This process shows the steps required for an external user to complete a Certificate of Service on CM/ECF.

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.
- For further information on each of these categories, click the (Help) icon.

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.

- Select the desired event, for this example, "**Certificate of Service**", from the list of events.
- Click the [**Next**] button.

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 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 REFER TO EXISTING EVENTS screen displays.

- Click inside the box to place a check mark indicating that this filing **DOES** refer to an existing document in the case. It is necessary to select the box in order to establish the correct linkages.
- Click the **[Next]** button.

STEP 10 - The DOCUMENT CATEGORY screen displays.

- Select the category to which the event relates. When two or more documents are being served, such as an objection to claim and a passive notice hearing, click and highlight **claims** and **notice** while holding down the **[Ctrl]** key.
- Click the **[Next]** button.

STEP 11 - The SELECT THE RELATED EVENT screen displays.

- If no document exists to link with, click **[Back]** and highlight the entire category box. This will allow all documents to be displayed and should allow you to select the relating document.
- If a document does exist, associate it by placing a check in the applicable box.
- Click the **[Next]** button.

STEP 12 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 13 - 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.

Docket Text: Final Text

Certificate of Service related to Objection to Claim Filed by Carolina First Bank (related document(s)[117]). (Barr, Henry)

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

STEP 14 - 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.