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Bankruptcy Dispute Resolution Program DOCKET EVENTS AND PROCEDURES

Docketing the ADR Certification Form

These instructions explain how to electronically file and docket an ADR Certification Form using the Court's CM/ECF system. Attorneys and parties who do not have access to the CM/ECF system must file the original paper version of the ADR Certification with the Clerk.

A sample blank [ADR Certification](#) is available from the Clerk and on the Court website at www.canb.uscourts.gov >Forms > BDRP - ADR Certification Form.

- Click the Bankruptcy or Adversary hyperlink on the CM/ECF main menu.
- Click the BDRP hyperlink.
- Enter the Bankruptcy Case Number or, if applicable, the [Adversary Proceeding](#)  number, click [Next].
- Select ADR Certification Form, click [Next].
- Select the party, click [Next].
- Associate the PDF file of the ADR Certification Form, click [Next].
- To refer this document to an existing docketed event, check the box next to the prompt stating: "Refer to existing event(s)?" and click [Next], **OR** to **not** refer to an existing event,

do not check the box, simply click [Next] and go on to the next step below. If you checked the box, then at the prompt stating: "Select the category to which your event relates" highlight the appropriate category of the related event (for example motion, notice or cmp/complaint) from the scroll down menu, and click [Next]. If the event does **not** appear, **1)** exit and make sure the event you want to refer to has been docketed, or **2)** if it has been docketed check to determine if this event is in the category you previously selected. If the event does appear, place a check mark in the box next to it, and click [Next].

- Review and edit the docket text if necessary, click [Next].

ECF Reference Desk
Procedures

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<http://www.canb.uscourts.gov/ecf/procedures/adr-certification-form-docketing-instructions>