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[Home](#) > [Miscellaneous](#) > Pre-Trial Statement

Click the **Bankruptcy** or **Adversary** hyperlink on the **CM/ECF Main Menu**.

Click **Miscellaneous** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Pre-Trial Statement** click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Note: If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Associate the pdf file of the **Pre-Trial Statement**.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Miscellaneous

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