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

Click **Motions** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Renewal of Judgment**.

Click **Next**.

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

Click **Next**.

Note: If this 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**.

Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.

Click **Next**.

Click **Next**.

*Please associate the Notice of Renewal as attachment and insert **Notice of Renewal to be***

issued by clerk within the description box

Associate the pdf file of the **Application for Renewal of Judgment**

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the category to which your event relates.

Click **Next**.

Select the appropriate event (s) to which your event relates:

Place a check mark in the box next to the document, click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Applications

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<http://www.canb.uscourts.gov/ecf/efiling-manual/application-renewal-judgment>