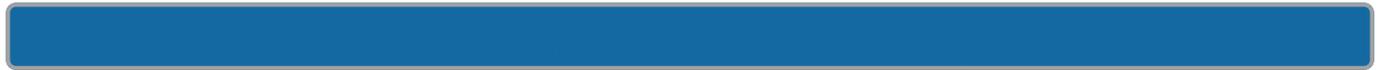




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1. Click the **Adversary** hyperlink on the CM/ECF Main Menu.
2. Click **Open a MP Case** hyperlink.

Select the divisional office.

Enter **n** for complaint.

Click **Next**.

Search for a Party. If not found, click Add/Create New Party.

Click the **Attorney** button to add yourself to the case.

Search for your name. Enter **Last Name** and/or **Bar ID**.

Note: You may need to insert a preceding 0 in the Bar ID if only five numbers and no match is found.

Select attorney name from list.

Click **Add Attorney**. Click **Submit**.

After selecting all parties, click **End party selection**.

Click **Next**.

Click **Next**.

Select event you are filing.

Click **Next**.

Select browse to associate the pdf.

[Review final docket text.](#)

Click **Next**.

Manual Chapter:

Miscellaneous Proceeding

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