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

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Third Party Complaint**, click **Next**.

Click **Next**.

Associate the pdf file of the **Third Party Complaint**, click **Next**.

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

**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**.

Please select from the list the party (s) **against** whom you are filing this Third-Party Complaint.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

**Review final docket text.**

Click **Next**.

**Manual Chapter:**

Stipulations

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<http://www.canb.uscourts.gov/ecf/efiling-manual/third-party-complaint>