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[Home](#) > [Miscellaneous](#) > Abstract of Judgment to be Issued

Click the **Adversary** hyperlink on the CM/EC Main Menu bar.

Click **Miscellaneous** hyperlink.

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

Select **Abstract of Judgment to be Issued**

Click **Next**.

Select the Party

Click **Next**.

Note: If it is the 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 **Abstract of Judgment to be Issued**.

Click **Next**.

Enter the **Judgment Amount**

Click **Next**.

The Filing Fee screen will appear next displaying the fee amount.

Click **Next**.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Miscellaneous

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