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

Click **Miscellaneous** hyperlink.

Click **Next**.

Enter **Case Number**

Click **Next**.

Select **Affidavit**

Click **Next**.

**Select** the Party.

**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 **Affidavit**.

**Refer to existing event(s)** displays.

Place a check mark in the box

Click **Next**.

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

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

**Manual Chapter:**

Miscellaneous

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