

## [Certificate / Report of BDRP Conference \(Docketing Instructions\)](#)

**Revised:** Wednesday, October 3, 2012

### **Bankruptcy Dispute Resolution Program DOCKET EVENTS AND PROCEDURES**

#### **Docketing the Certification / Report of BDRP Conference**

These instructions explain how to electronically file and docket a Certification/Report of BDRP Conference using the Court's CM/ECF system. A Resolution Advocate who does not have access to the CM/ECF system must file the original paper version of the Certification/Report of BDRP Conference with the Clerk.

A sample blank [Certificate/Report of BDRP Conference](#) is available from the Clerk and on the Court website at [www.canb.uscourts.gov](http://www.canb.uscourts.gov) > *Forms* > *BDRP- Certificate/Report of Conference*.

- Click the Bankruptcy or Adversary hyperlink on the CM/ECF main menu.
- Click the BDRP hyperlink.
- Enter the Case Number or, if applicable, the Adversary Proceeding number, click [Next].
- Select Certificate/Report of BDRP Conference, click [Next].
- Select the Resolution Advocate as the party, click [Next].
- Enter the filing date of the Certificate/Report of BDRP Conference, click [Next].
- From the drop down menus, choose whether the conference was Held or Not Held, and whether a settlement Was Reached or Was Not Reached, click [Next].
- Associate the PDF file of the Certificate/Report of BDRP Conference, click [Next].
- Enter the date of the conference and the number of hours spent preparing for and attending the conference, click [Next].
- Enter the appropriate percentage for the dispute resolution procedure(s) utilized (Early Neutral Evaluation, Settlement Negotiation, Mediation, and Other), click [Next]. **Note:** The percentages entered must total 100%.
- At the next screen, below the prompt stating "Select the appropriate event(s) to which your event relates," check the box next to the appropriate Order Appointing Resolution Advocate, and click [Next].
- Review and edit the docket text if necessary, click [Next].
- The docket text will display to everyone but the PDF will not be viewable by the public and will display the message "For Court Use Only."

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