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

- Click **Miscellaneous** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Declaration**, 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**.
- Associate the pdf file of the **Document**, click **Next**.
- Place a check mark in the box "**Refer to Existing Event**"
- *Select the category to which your event relates* click **Next**.
- Select the appropriate event (s) to which your event relates:
- Place a check mark in the box next to the document. This is how you link related documents.
- Click **Next**.
- Edit the docket text if necessary.

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- Click **Next**.

- ***Review final docket text.***

- Click **Next**.

Manual Chapter: Miscellaneous

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