

### [Ombudsman Report](#)

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

- Click **Miscellaneous** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Ombudsman Report**, 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 **Ombudsman Report**, click **Next**.

*Enter the dates of the reporting period.*

- Click **Next**.
- Click **Next**.
- **Review final docket text.**
- Click **Next**.

**Manual Chapter:** Miscellaneous

## Ombudsman Report

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