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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 **Certificate of Service**, click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)

Note: If it 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 **Certificate of Service**.
- Click **Next**.
- Place a check mark in the box " **Refer to Existing Event**"
- Click **Next**.
- **Select** the category to which your event relates.
- Click **Next**.
- **Select** the appropriate event (s) to which your event relates: click **Next**.

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- Click **Next**.
- Edit the docket text if necessary.
- Click **Next**.
- ***Review final docket text.***
- Click **Next**.

Manual Chapter: Miscellaneous

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