

[Summary of Schedules](#)

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

- Click **Miscellaneous** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Summary of Schedules**, 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 **Summary of Schedules**.
- Report the totals from Schedules A,B,D,E,F,I,J, Form B 122, and Nondischargeable Debt.
- Click **Next**.
- Edit the docket text if necessary.
- Click **Next**.
- **Review final docket text.**
- Click **Next**.

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Manual Chapter: Miscellaneous

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