

## Notice of Hearing

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### [Notice of Hearing](#)

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

- Click **Notices** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Notice of Hearing**, 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**.
- Click **Next**.
- Associate the pdf file **Notice of Hearing**, click **Next**.

**Enter the appropriate hearing date/time/location.**

- Click **Next**.
- Place a check mark in the box " **Refer to Existing Event**"
- Click **Next**.
- Select the category to which your event relates.

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- Click **Next**.
- Select the appropriate event (s) to which your event relates:
- Place a check mark in the box next to the document, click **Next**.
- Edit the docket text if necessary.
- Click **Next**.
- ***Review final docket text.***
- Click **Next**.

**Manual Chapter:** Notices

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