

FILING A CERTIFICATE OF SERVICE

- * Click **Bankruptcy** on the CMECF Main menu Bar.
- * Under **Bankruptcy Events**, click **Other**.
- * At the Case Number screen, enter your case number.
- * Click **Next**.

The **Document Selection** screen appears as shown below.

Miscellaneous

[03-10630 Penelope Pearson](#)

- 20 Largest Unsecured Creditors
- Affidavit
- Affidavit Default (Chapter 13)
- Amended Creditor Matrix
- Amended Schedules
- Amended Voluntary Petition
- Brief
- Brief Memorandum

Next Clear

- * At the Document Selection screen, select **Certificate of Service**.
- * Click **Next**.

Joint attorney filing screen appears as shown below.

Miscellaneous:

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Joint filing with other attorney(s).

Next Clear

- * If another attorney is joining in the filing of this document, then select the box.
- * If this is not a joint filing, do not select the box.
- * Click **Next**.

The **Party Selection** screen appears as shown below.

Miscellaneous:
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Select the Party:

Parish Finance, [Creditor]
 Pearson, Penelope [Debtor]
 U.S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- * Select the party on whose behalf the certificate is being filed.
- * Click **Next**.

The **PDF Selection** screen appears.

Miscellaneous:
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Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

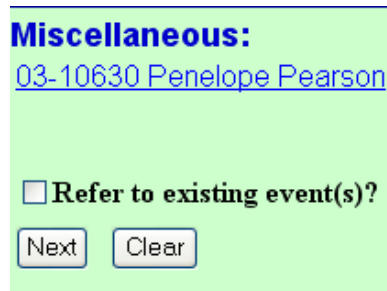
Browse...

Attachments to Document: No Yes

Next Clear

- * Select, preview then associate the PDF file to the docket entry.
- * Click **Next**.

The reference screen appears as shown below prompting if this refers to an existing document.



Miscellaneous:
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Refer to existing event(s)?

Next Clear

- * Select the box to indicate yes.
- * Click **Next**.

The **Category Selection** screen appears as shown below.



Miscellaneous:
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Select the category to which your event relates.

Type
answer
appeal
appeala
claims
cmp
court
crcl
misc
miscap

Next Clear

The Certificate of Service refers to two categories - the motion and the notice.

- * Scroll down.
- * Select **Motion**, then press and hold down the **[Ctrl]** key and select **Notice**.
- * Release the **[Ctrl]** key.
- * Click **Next**.

The next screen displays the pending motions and notices as shown below.

Miscellaneous:
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Select the appropriate event(s) to which your event relates:

09/12/2003 [4](#) Motion for Relief from Stay on Real Estate at 905 Colonial Oaks Drive, New Orleans. Receipt Number cc, Fee Amount \$75. Filed by Attorney Crotty of Crotty & Crotty on behalf of Parish Finance. (Attachments: # (1) Contract) (Crotty, Attorney)

09/16/2003 [5](#) Notice of Hearing Filed by Parish Finance (RE: related document(s) [\[4\]](#) Motion for Relief From Stay, filed by Creditor Parish Finance). Hearing scheduled for 10/24/2003 at 02:15 PM at 501 Magazine Street, Suite 709. (Crotty, Attorney)

* Select the box next to the related Motion and the box next to the related Notice.

* Click **Next**.

The **Modify Text** screen appears as shown below.

Miscellaneous:
[03-10630 Penelope Pearson](#)

Docket Text: Modify as Appropriate.

Certificate of Service
Filed by Parish Finance (RE: related document(s) [\[4\]](#) Motion for Relief From Stay, filed by Creditor Parish Finance, [\[5\]](#) Notice of Hearing filed by Creditor Parish Finance). (Crotty, Attorney)

* If correct, click **Next**.

The Final Text screen appears as shown below.

Miscellaneous:
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Docket Text: Final Text

Certificate of Service Filed by Parish Finance (RE: related document(s) [4] Motion for Relief From Stay, filed by Creditor Parish Finance, [5] Notice of Hearing filed by Creditor Parish Finance). (Crotty, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- * Check the entry.

This is your last opportunity to make any changes or corrections.

NOTE: **BEFORE the final submission of an entry, you may use the browser BACK button at any time during a docketing process to verify or make corrections to a prior screen.**

BEFORE the final submission of an entry, you may cancel or abort an event at any time during the docketing process by clicking on another menu option on the CMECF Main Menu Bar.

- * If the entry is correct, click **Next**.

The Notice of Electronic Filing appears which notice states the date and time of filing and furnishes hyperlinks to the PDF document and the docket sheet .

It is strongly recommended that you print the notice for your records since it is your one free view of the document and your proof that the document was filed.