

**ATTORNEY -- Quick Reference Guide**

**Response**

Step	Action
1	Click on <b><u>Bankruptcy</u></b> hyperlink <b>NOTE: If the response, objection or answer is in an adversary proceeding, choose the <u>Adversary</u> hypertext link</b>
2	Click <b><u>Answer/Response</u></b>
3	Click the <b><u>Reference an Existing motion/application</u></b>
4	Enter the case number - click <b>NEXT</b>
5	Select <b>response</b> from the following in the <b>Document Type</b> drop down menu - click <b>NEXT</b> <ul style="list-style-type: none"> <li>• consent</li> <li>• objection</li> <li>• reply</li> <li>• response</li> </ul>
6	Select the party who is filing the response by highlighting their name. - click <b>NEXT</b>  <b>NOTE: If your party is not listed:</b> <ul style="list-style-type: none"> <li>• click <b><u>Add/Create New Party</u></b> - enter search criteria, click <b>Search</b></li> <li>• if the party's name appears:                             <ul style="list-style-type: none"> <li>• <b>highlight and click [select name from list]</b></li> <li>• <b>NOTE: Be sure to identify appropriate role type code, click Submit</b></li> </ul> </li> <li>• if the party's name does not appear:                             <ul style="list-style-type: none"> <li>• click <b><u>Add New Party</u></b> button</li> <li>• complete information for party</li> <li>• <b>NOTE: Be sure to identify appropriate role type code, click Submit</b></li> </ul> </li> <li>• Select the party filer - click <b>NEXT</b></li> <li>• The <b>Attorney/Party Association</b> screen will appear if a new party was added to the case.</li> <li>• Check the box to make an attorney/party association if applicable - click <b>NEXT</b></li> </ul>
7	The <b>PDF Document Selection</b> screen displays. Click [ <b>Browse</b> ], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry.  <i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on <b>open</b>. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i>
8	Leave the <b>Attachments to Document</b> default option to <b>No</b> - click <b>NEXT</b>

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9	Select the category the response relates to. The Filed and Documents fields can be left blank - click <b>NEXT</b>
10	Check the box beside the pleading the response relates to - click <b>NEXT</b>
11	At the Docket Text: Modify as appropriate screen, verify text and enter a prefix if needed - click <b>NEXT</b>
12	Verify <b>AGAIN</b> that the Final Docket Text is correct - If correct - click <b>NEXT</b> If incorrect - click the browser <b>BACK</b> button until you find the error(s) and proceed with the event
13	The Notice of Electronic Filing screen appears and your transaction is complete.