

ATTORNEY – Quick Reference Guide

Response

Step	Action
1	Click on the Bankruptcy hyperlink NOTE: If the response, objection or answer is in an adversary proceeding, choose the Adversary hyperlink.
2	Click Answer/Response
3	Click Reference an Existing motion/applicaion
4	Enter the Case Number – click NEXT
5	Select response from the following in the Document Type drop down menu – click NEXT <ul style="list-style-type: none"> • Consent • Involuntary Answer • Objection • Ojbection to Confirmation of Plan • Objection to Professional Fees • Reply • Response
6	Select the party who is filing the response by highlighting their name - click NEXT NOTE: If your party is not listed: <ul style="list-style-type: none"> • Click Add/Create New Party – enter search criteria, click Search If the party’s name appears: <ul style="list-style-type: none"> • Highlight and click [select name from list] • NOTE: Be sure to identify appropriate role type code, click Submit If the party’s name does not appear: <ul style="list-style-type: none"> • Click Add New Party button • Complete information for party • NOTE: Be sure to identify appropriate role type code, click Submit • Select the party filer – click NEXT • The Attorney/Party Association screen will appear if a new party was added to the case The box to create the party/attorney association should be checked by default – click NEXT
7	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click Open to attach the correct PDF. Leave Attachments to Document as No – click NEXT . NOTE: To view the document before selecting, right click on the

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