

CREDITOR'S CERTIFICATION OF DEFAULT

This event is used by attorneys for creditors when a debtor defaults on the terms of an order.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Creditor's Certification of Default** from drop down list; click [NEXT]
- STEP 5** If filing this document with joint counsel place a check in the box next to "Joint Filing with Other Attorney(s)" and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- STEP 7** Upload PDF file and any attachments; click [NEXT]
-  *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to the Certification.*
- STEP 8.a** Place a check in the box next to "**Refer to existing event(s)?**"
-  *TIP - You must link this Certification to the appropriate Motion For Relief From Stay, previously filed.*
- STEP 8.b** The deadline for filing Objections appears in the deadline field; click [NEXT] to proceed to the next screen
- STEP 9** Place a check next to the related motion; click [NEXT]
- STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser.*

SAMPLE DOCKET TEXT

Creditor's Certification of Default (related document: [3] Motion for Relief from Stay re: 18 Elm Street filed by Alex Attorney on behalf of Chase Manhattan Bank). filed by John Hughes on behalf of Citicorp. Objection deadline is 2/21/2003. (Attachments: # (1) Proposed Order) (Hughes, John)

STEP 11 Final docket text appears; click [NEXT] to submit

 *TIP - This is the last opportunity to change information or abort transaction.*

STEP 12 **Notice of Electronic Filing** displays