

Viewing/Printing a “Notice of Electronic Filing” (The Silver Ball)

When you submit original pleadings to the court for permanent retention, they must be accompanied by the “Notice of Electronic Filing” (stapled to the front of the pleading). This will avoid the pleading being entered by mistake on the docket a second time.

This notice can be printed immediately upon completion of the docketing event, or may be recovered later. This information is also helpful if you need to go back to a pleading and see who received electronic service of the entry.

Directions:

- 1) You must log into the system first using your **‘working/bankruptcy** assigned login. Logging directly in using your PACER password does not work for this process.
- 2) From the main “Reports” menu, select ‘docket report’
- 3) You will then be asked for your PACER login; enter it.
- 4) Enter the case number
- 5) On the same screen is a box which the language “Include Links to Electronic Filing”, click the box so there is a check mark in it
- 6) Run the docket report
- 7) Next to each docket number will be silver ball
- 8) Click the silver ball, click display receipt, the “Notice of Electronic Filing will appear. Print as needed.