

U.S. Bankruptcy Court
District of Delaware

**Instructions for Mediators for E-Filing the
Mediation Status Report
and the Mediator's Certificate of Completion**

Note: Forms for both the Mediation Status Report and the Mediator's Certificate of Completion can be found in the "Forms" section of the Court's website ~ www.deb.uscourts.gov.

Mediation Status Report

In CM/ECF:

1. Select [Adversary]
2. Select [Mediator]
3. Enter case number(s), then click [Next]
4. Select [Mediation Status Report], then click [Next]
5. For each case number entered, click [Browse] and attach the PDF file of the Mediation Status Report. Once a Status Report has been selected for each case number, click [Next] to continue.
 - > **NOTE:** If more than one case number has been entered, a separate Status Report is required to be attached for each case
6. If a "Terminate Pending Deadlines" screen appears, do not make any changes to the screen. Simply click [Next] to continue.
7. If a blank screen appears, click [Next] to continue.
8. The Final Docket Text screen displays
 - ▶ **Proof this screen carefully!** No further editing is allowed after this screen. If satisfied, click [Next] to submit.
 - ▶ If any part of the filing is incorrect, click the browser [**Back**] button to return to the screen you need to correct. Then process the screens again with the respective [Next] or [Submit] buttons.
 - > **NOTE:** To abort or restart the transaction at any time up until the final docket text screen, click Adversary hyperlink on the Menu Bar.
9. The Notice of Electronic Filing screen displays as verification that the filing has been submitted to the Court
 - ▶ Print a copy of this notice by clicking the browser [**Print**] button.
 - > **NOTE:** Clicking on either the **case number** hyperlink (to view docket) or the **document** number hyperlink (to view image of document just filed) will take you to the PACER login screen. You must enter your PACER login and password to view any documents or reports or perform any queries.

Mediator's Certificate of Completion

In CM/ECF:

1. Select [Adversary]
2. Select [Mediator]
3. Enter case number(s), then click [Next]
4. Select [Mediator's Certificate of Completion], then click [Next]
5. For each case number entered, click [Browse] and attach the PDF file of the Mediator's Certificate of Completion. Once a Certificate of Completion has been selected for each case number, click [Next] to continue.
 - > **NOTE:** If more than one case number has been entered, a separate Status Report is required to be attached for each case
6. If a "Terminate Pending Deadlines" screen appears, do not make any changes to the screen. Simply click [Next] to continue.
7. If a blank screen appears, click [Next] to continue.
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October 8, 2004