

U.S. Bankruptcy Court
District of Delaware

**Instructions for Mediators for E-Filing the
Mediation Status Report, Mediator's Certificate of Completion, and Mediator's
Certification that Parties have Settled Prior to Mediation**

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:

NOTE: You must log into CM/ECF using your Mediator login in order to file these documents

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

submission of the final docket text screen, click the Adversary hyperlink on the Menu Bar and start over.

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.
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 submission of the final docket text screen, click the Adversary hyperlink on the Menu Bar and start over.

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 Certification that Parties have Settled PRIOR to Mediation

(Note: no document will be attached for this filing)

In CM/ECF:

1. Select [Adversary]
2. Select [Mediator]
3. Enter case number(s), then click [Next]
4. Select [Settled Prior to Mediation], then click [Next]

> **NOTE:** If a blank screen appears next, click [Next] to continue.

5. A screen will appear with a Settlement Due date. This sets a deadline to be tracked by the Clerk's Office for compliance with the filing of settlement or dismissal papers. Click [Next] to continue.

> **NOTE:** If a blank screen appears next, click [Next] to continue.

6. The Final Docket Text screen displays

- **Proof this screen carefully!** No further editing is allowed after this screen. Check over case numbers to ensure you're filing in the correct case(s). If satisfied, click **[Next]** to submit.

> **NOTE:** To abort or restart the transaction at any time up until the submission of the final docket text screen, click the Adversary hyperlink on the Menu Bar and start over.

7. 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.

updated: June 17, 2005 to post instructions for Mediator's Certification that Parties have Settled Prior to Mediation

posted: October 8, 2004