

Jason Antonino – Technical Documentation Samples

(Non-Confidential Legal Procedures)

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Introduction

These non-confidential procedure documents were authored while I worked as a Legal Project Assistant supporting electronic court filing (ECF) for bankruptcy and creditors' rights matters. They demonstrate my ability to produce structured, repeatable, and traceable procedural documentation — the same principles used in technical and software documentation.

All client-identifying or privileged content has been removed. The samples below illustrate checklists, process flows, and comparative procedural tables designed for internal use by legal and technical professionals. These examples reflect the same information-architecture principles used in modern software and engineering documentation: version control, consistency, and procedural clarity.

Included Samples

1. [**Electronic Court Filing \(ECF\) Checklist – Certificate of Service**](#)
Step-by-step process for preparing and e-filing Certificates of Service in compliance with local rules.
2. [**ECF Checklist – Certificate of Service and No Objections**](#)
Detailed multi-step procedure describing PDF creation, attachments, and docketing.
3. [**ECF Checklist – Motion for Relief From the Automatic Stay and Notice of Bar Date**](#)
Procedural workflow with dependency tracking and e-filing instructions.
4. [**Stay Relief Motion Flowchart**](#)
Visual process map showing sequential actions for court motion handling.
5. [**Stay Relief Motion Procedures Among Various Districts**](#)
Comparison table summarizing filing and service requirements for multiple jurisdictions.
6. [**Appendix: XML Schema Example – Quarles & Brady \(2008\)**](#)

Additional Writing

Further writing samples and articles are available on my LinkedIn profile:

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ECF Checklist: Certificate of Service

1. Effectuate service of the document(s) as appropriate. For example, Arizona Bankruptcy Local Rules require that a moving party serve by mail a copy of a court order upon all affected and interested parties.
2. Look at the mailing certificate of the underlying motion to determine whom to serve. For service of an Order Granting a Motion For Stay Relief you would look at the mailing certificate of the Motion For Stay Relief, and simply mail copies of the Order to the same parties.
3. To prepare a Certificate of Service, search for one in Filesite. You can use document no. 8439031 as a template if you wish. It is preferable to look for one that pertains to the same matter, if possible. If not, then look for one that was filed in the same court. Try not to use one that was filed in a different state, because local rules vary among the different Federal Districts.
4. Open the Certificate of Service, and immediately click File | Save As... Save the document as a new file under the client-matter folder pertaining to the matter you are working on. This will prevent inadvertently overwriting the original file.
5. Change the information in the original document to reflect the matter you are working on. Double-check to make sure the caption, case number, party names, etc. are accurate. Print a hard copy of the document and sign it (blue ink preferred).
6. Prepare the Word document for e-filing by inserting today's date and your electronic signature. Print via Adobe PDF to N:\Bankruptcy & Creditors Rights\Center\BKR. Record the name you used for this file.
7. Login to the ECF account of the attorney who signed the related pleading(s) that pertain(s) to the order (or other document) you just served.
8. Select Bankruptcy → Other. Select case number. Select Certificate of Service.
9. Select filing party and click Next.
10. Select the correct PDF file pertaining to the Certificate of Service.
11. Relate the Certificate of Service to the underlying filing(s). **IMPORTANT:** If the related filing(s) do not appear on the docket (it may take as long as 24 hours), you will need to type the entire name of the document in order to specify what document(s) were served. For example, Certificate of Service of Order Granting Motion For Relief From The Automatic Stay.
12. Review the title of the filing and make sure it is correct. File the Certificate, print a copy of the Notice of Electronic Filing and attach it to the original hard copy document. Logout of the CM/ECF system.

13. Copy the complete PDF file from the N drive to the appropriate client-matter folder in Filesite.
14. Service of the Certificate of Service is unnecessary; this filing is only for the Court. It serves as proof that certain documents were indeed served upon the required parties.

ECF Checklist – Certificate of Service and No Objections

1. Prepare the Certificate of Service and No Objections Word document for e-filing by inserting today's date and electronic signature of the attorney who signed the paper document. Print via Adobe PDF to N:\Bankruptcy & Creditors Rights\Center\BKR. Record the name you used for this file.
2. The proposed order will be attached to the Certificate as an exhibit. Scan the exhibit (with the cover page on top) and save it to the N drive. Record the name you used for this file.
3. Open the Word file of the proposed order itself. Print via Adobe PDF to the N drive. Record the name you used for this file.
4. At this point you will have 3 PDF files: The Certificate (w/o exhibits), the proposed Order as an exhibit, and a "clean" version of the proposed order (w/o cover page). The proposed order must not be scanned, because the Court will be unable to electronically sign the order. The proposed order will not appear on the docket; it will be routed to the judge's chambers directly. (See diagram on page 3).
5. Login to the signing attorney's ECF account.
6. Select Bankruptcy → Other. Enter case number. Select Certificate of Service and No Objections.
7. Be sure to select "Yes" for attachments, and browse for the PDF file pertaining to the Certificate only.
8. Locate the PDF file for the exhibit and attach it, taking care to verify that you selected the correct file. Type is "Exhibit". Description is usually "A" unless the cover sheet is different. Click "Add to List". Click Next after all exhibits have been attached.
9. Relate the Certificate of Service and No Objections to the underlying Stay Relief Motion, and other related filings, if any.
10. Review the title of the filing and make sure it is correct. File the Certificate and print a copy of the Notice of Electronic Filing and attach to the original hard copy document. Stamp the Certificate with the "Electronically Filed" stamp.
11. Select Bankruptcy → Order Upload → Upload Single
12. Relate the proposed order to the Stay Relief Motion. Note that a proposed Order can only be related to one docket entry; make sure it is the Stay Relief Motion.
13. Order type is Stay Relief Orders with No Objections.

14. Select the PDF file of the proposed order (NOT the exhibit). Double-check to make sure you selected the correct file, as you will not get a warning screen. Upload the proposed order. Print the order upload confirmation and attach it to the original Certificate of Service and No Objections. Stamp the original proposed order with the “Lodged” stamp.
15. Select Bankruptcy → Notices. Select Lodging Proposed Order (Notice of).
16. Search for and attach the PDF file of the proposed order (NOT the exhibit) as in step 14. Relate the Notice of Lodging to the Stay Relief Motion.
17. Add the necessary verbiage after Notice of Lodging Proposed Order (e.g. “Granting Motion For Relief From The Automatic Stay”). You must specify which motion the proposed Order will grant.
18. File the Notice, print the Notice of Electronic Filing and attach it to the original Certificate of Service and No Objections. Logout of the CM/ECF system.
19. Combine the exhibit with the Certificate of Service and No Objections document as one file before copying to Filesite.
20. Proceed with service by mail and e-mail per the instructions on the mailing certificate.

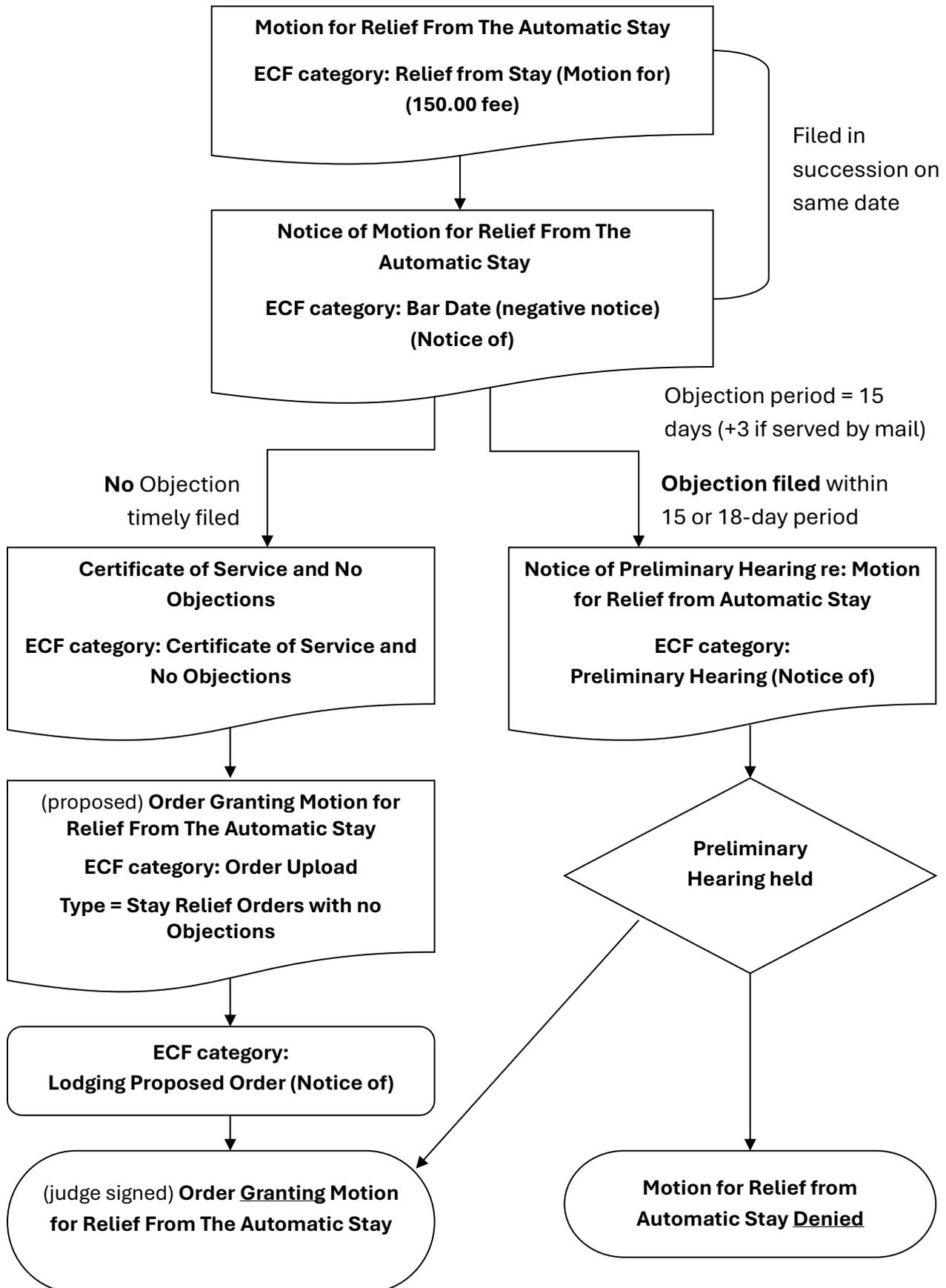
NOTE: If the Certificate of Service and No Objections with exhibit is voluminous, you may have the copy center make the necessary number of photocopies while you print the mailing labels and affix them to the envelopes. Also, if there are many addressees, make sure you save the mailing labels as a Word document in the pertinent client-matter folder in Filesite.

ECF Checklist – Motion for Relief From the Automatic Stay and Notice of Bar Date

1. Prepare both the Motion for Stay Relief and Notice of Filing Motion for Stay Relief for e-filing by inserting today's date and all electronic signatures of the attorney who signed each hard copy document.
2. Print each Word file via Adobe PDF to N:\Bankruptcy & Creditors Rights\Center\BKR. Record the name you used for each file. The Motion must be filed before the Notice.
3. A Stay Relief Motion will have one or more exhibits attached. Be sure to scan each separately, and save each on the N drive. Record the name you used for each exhibit file. If a file is larger than 3 Mb, you will need to use Adobe Professional to split the file into sections smaller than 3 Mb. Keep track of the name you give to each part of the split exhibit. (E.g. Exhibit E-part1.pdf).
4. Login to the signing attorney's ECF account.
5. Select Bankruptcy → Motions/Applications. Select Relief from Stay (Motion for) (150.00 fee).
6. Select the "Yes" radio button to the right of Attachments to Document:, and click Browse to search for the PDF file of the Stay Relief Motion. Be sure to attach each exhibit individually, and ensure that you have selected the correct file for each one. Type is usually Exhibit. Description is the letter or number of the particular exhibit. Click Next after all exhibits have been attached.
7. Do not relate this motion to any event.
8. Double-check the document caption before submitting the motion. Go back if you need to make a correction to the title.
9. File the Motion. A window will then appear. Click the Pay Now button.
10. Open the e-mail message dated 3/16/09 from Louise re: Q&B credit card information.
11. Fill in the credit card form, skip the Email Confirmation Receipt section, click the Submit Payment button, then print a copy of the receipt and attach it to the original Stay Relief Motion. Then print a copy of the Notice of Electronic Filing of the Motion and attach to the paper Motion.
12. Select Bankruptcy → Notices. Select Bar Date (negative notice) (Notice of).

13. The Bar Date (deadline for other parties to object) to our Stay Relief Motion will be 18 calendar days from today's date (15 if not mailing the Motion). If the 18th day (or 15th) falls on a weekend or court holiday, then the last day is the very next business day. Enter this date in the cell pertaining to the objection deadline.
14. Search for and attach the PDF file for the Notice of Filing Motion for Relief from Automatic Stay.
15. Relate the Notice to the Stay Relief Motion.
16. Fill in the document caption. It must read: Notice of Bar Date re: [insert remainder of motion title]. Do not use Notice of Bar Date / Notice of Filing. (E.g. Notice of Bar Date re: Motion of Copper Star Bank for Relief From The Automatic Stay).
17. Review document caption for accuracy, go back if any changes need to be made. Otherwise, click the submit button, and print the Notice of Electronic Filing and attach to the original Notice. Logout of the CM/ECF system.
18. Copy all PDF files from the N drive to the appropriate client-matter folder in Filesite. If there are any exhibits, combine them all into the same document using Adobe Professional before saving in Filesite. The Stay Relief Motion is one document, separate from the Notice of Bar Date.
19. Proceed with service by mail and e-mail, according to the instructions in the mailing certificate.
20. Open the Q&B Credit Card Form (search for "ECF Filing Fee Form" in Filesite with SAYTCH as author), fill out the form with the information pertaining to the Stay Relief Motion just filed, and save the form under the client-matter folder for the case you are working on.
21. E-mail a copy of the form to Karen and cc Sybil on the message.

Stay Relief Motion Flowchart



Stay Relief Motion Procedures Among Various Districts

District	Local Rule(s)	Filings Required	Standard Forms Required	Service of Papers	Hearings/Deadlines
Arizona	4001-1	Motion, exhibits and proposed Order; Notice of Filing Motion	None	<ul style="list-style-type: none"> • Debtor and/or Debtor’s counsel • Case trustee • 20 largest unsecured creditors¹ • Unsecured Creditors’ Committee • Any other party with interest in the subject property 	Parties have 15 days from the date of the Motion to file and serve an objection (add 3 days if motion was mailed). If an objection is timely filed, movant must set a preliminary hearing. If no objection is timely filed, movant files and serves a Certificate of Service and No Objections, and lodges a proposed Order Granting Motion for Stay Relief.
Nevada	LR 4001 , LR 9014	Motion and exhibits; Notice of Hearing on Motion	§362 cover sheet as Exhibit “A” to Motion	Per LR 4001(a)(1)(A), “Notice of a motion for relief from automatic stay must be served on any lien holder as identified in the debtor’s schedules.”	Movant must set a hearing within 30 days of filing the motion. The hearing may not be held on less than 20 days’ notice.
C.D. California	LBR 4001-1 ; LBR 9013-1 thru 9013-4; LBR 9021-1; LBR 3015-1(r) ²	F 4001-1 form series, depending on situation. (E.g. F 4001-1M.RP – Notice of Motion and Motion for Relief From The Automatic Stay)	F 4001-1 order series, must be lodged. (E.g. F 4001-1O.RP – Order Granting Motion for Relief From The Automatic Stay)	For residential unlawful detainer cases: debtor and debtor’s counsel. All other cases: <ul style="list-style-type: none"> • Debtor and/or Debtor’s counsel • Case trustee • Co-debtor (if any) • Lienholder of subject property • Any other party entitled to notice under FRBP 4001 	If party objects to Motion, must file and serve response to Motion no less than 14 days prior to hearing date. Party must also appear at the hearing.

¹ In Chapter 11 cases only.

² For Chapter 13 cases only.

Appendix: XML Schema Example – Quarles & Brady (2008)

In June 2008, while working as a Practice Group Support Assistant in the Commercial Litigation department at Quarles & Brady LLP, I created this experimental XML schema as part of my own professional development. Having worked previously as a file clerk, I was interested in learning how markup languages could improve consistency in document organization.

This personal project applied XML principles to model a uniform legal filing taxonomy for practice groups within the firm. It defined hierarchical elements, attributes, and metadata tags to describe document types, label sets, and organizational categories—concepts directly analogous to information architecture and structured authoring in modern documentation frameworks.

Although this schema was never deployed at the firm, it demonstrates my early engagement with structured documentation, metadata design, and self-directed technical learning.

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<?xml version="1.0" encoding="ISO-8859-1"?>
<UFS> <!-- Uniform Filing System -->
  <PG name="LIT"> <!-- Practice Group: Litigation -->
    <LBLSET no="560">
      <Category heading="GENERAL">
        <br>1. Correspondence</br>
        <br>2. Attorney Memos</br>
        <br>3. Address/Contact Updates</br>
        <br>4. E-mails</br>
      </Category>
      <Category heading="DOCUMENTS">
        <br>8. Client Documents</br>
      </Category>
      <Category heading="PLEADINGS">
        <br>20. Pleadings</br>
      </Category>
      <Category heading="DISCOVERY">
        <br>40. Discovery</br>
        <br>41. Disclosure Statements </br>
      </Category>
      <Category heading="RESEARCH">
        <br>60. General Research</br>
      </Category>
    </LBLSET>
  </PG>
</UFS>
```

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```
<Category heading="MISCELLANEOUS">
  <br>80. Drafts</br>
  <br>81. Docket Sheets</br>
  <br>97. Misc. Notes </br>
  <br>98. Costs/Billing Statements</br>
  <br>99. Administrative</br>
</Category>
</LBLSET>
</PG>
</UFS>
```

This exercise strengthened my understanding of hierarchical content modeling, data tagging, and structured documentation—skills that continue to inform my work as a technical author.