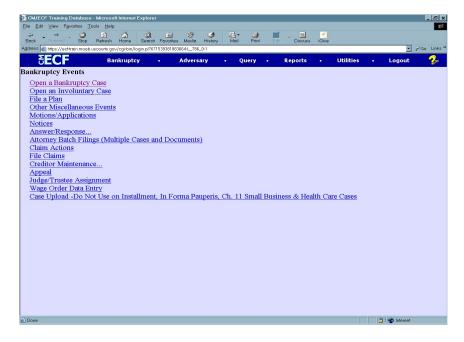
### Notices

This procedure explains how to docket notices. The example illustrated is a Notice of Hearing for Motion for Relief from Stay.

STEP 1Click the Bankruptcy hypertext link on the CM/ECF Main Menu.<br/>(See Figure 1.)



**STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



Click the <u>Notices</u> hyperlink.

The CASE INFORMATION screen displays. Click [Continue].

### STEP 3 The CASE NUMBER screen displays. (See Figure 3)

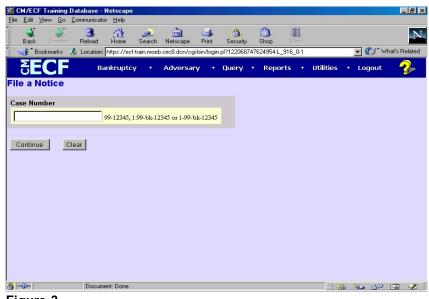


Figure 3

- Enter the case number, including the hyphen.
- Click [Continue].
- **NOTE:** You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

## STEP 4 The NOTICE EVENTS screen displays next. (See Figure 4)

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STEP 5

- Click to highlight the appropriate Notice you want to file. If the specific Notice is not listed then select Notice (Generic).
- Click [Continue].

The **JOINT FILING** screen displays. (See Figure 5)

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| File a Notice:   |          |
| 03-40001 Pat S. Blarney and Pattie Blarney   |          |
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| Joint filing with other attorney(s).   |          |
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Figure 5

 This screen is only used if another attorney is joining in a filing. Do not check this box.

> If this were a joint filing with another attorney(s) you would check the box and after selecting **[Continue]** you would be presented with a pick list of attorneys on the case to select as joint filers.

• Click [Continue].

# STEP 6 The SELECT PARTY screen displays. (See Figure 6)



- Highlight the party filing the Notice.
- Click [Continue].

# STEP 7The PDF DOCUMENT SELECTION screen displays.<br/>(See Figure 7a)

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| Assets: y  | Judge                            | : bss                       | Case Flag         | PlnDue, DsclsDue   |             |                |   |
|  | Judge                            | : bss                       | Case Flag         | ; PinDue, DsclsDue |             |                |   |
| filename   |                                  |                             | Case Flag         | : PlnDue, DsclsDue |             |                |   |
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| Filename<br>FATRAINMotion for Re<br>Attachments to Docu                                | lief from Stay & Ac              | Browse                      | Case Flag         | : PinDue, DsclsDue |             |                |   |
| Assets: y<br>Filename<br>FATRAINMotion for Re<br>Attachments to Docu<br>Continue Clear | lief from Stay & Ac              | Browse                      | Case Flag         | : PinDue, DsclsDue |             |                |   |



- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
  - In the File Upload window, change Files of type: to All files (\*.\*)

• To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

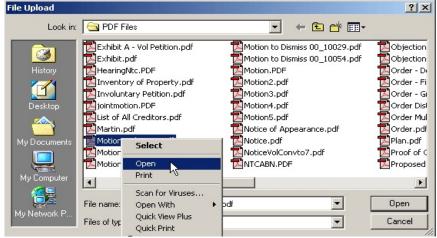


Figure 7b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 7c.)

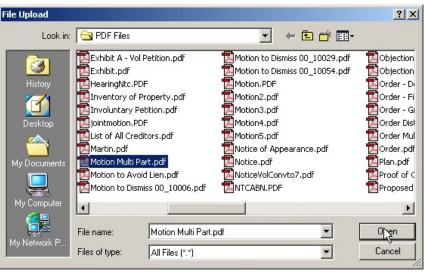


Figure 7c

The path and name of the selected PDF file is placed in the Filename Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no Attachments to this document click [Continue]. (See Figure 7a.) STEP 8 The HEARING INFORMATION screen appears. (See Figure 8)

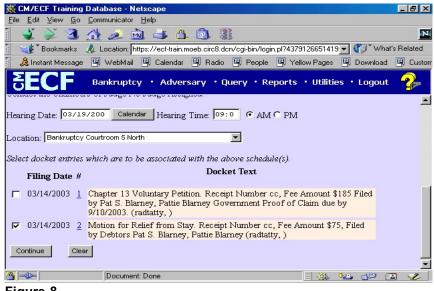


Figure 8

- To set the hearing:
  - Enter the date for the hearing in mm/dd/yyyy or mm/dd/yy format.
  - Enter the hearing time in hh:mm format, indicating **AM** or **PM**.
  - Click on the down arrow ▼ in the **Location** drop down box and select the correct hearing location.
- NOTE: All Judges' hearing dates can be retrieved from the Courts website at <u>www.moeb.uscourts.gov</u> or by contacting the appropriate Courtroom Deputy.
- Next, link the hearing to the correct event (for this exercise, Motion for Relief from Stay) by placing a check mark in the square next to the event.
- This step ensures that the Monthly and Daily CM/ECF calendars will then display the correct matter under consideration.
- Click [Continue].

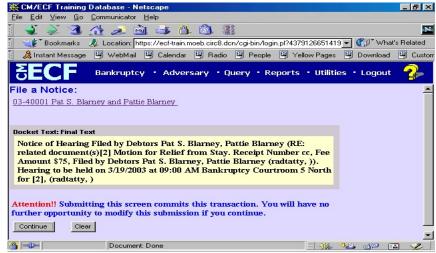
STEP 9

### The **MODIFY DOCKET TEXT** screen appears. (See Figure 9)

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| Sixth   |       |  |          |  |  |  |  |  |  |
| Supplemental  | -     | Notice of Hearing Filed by   |          |  |  |  |  |  |  |
|   |       | Blarney , Pattie Blarney (RE: related document(s)[2] Motion                                |          |  |  |  |  |  |  |
|   |       | Stay. Receipt Number cc, Fee Amount \$75, Filed by Debtors                                 |          |  |  |  |  |  |  |
|   |       | Pattie Blarney (radtatty, )). Hearing to be held on 3/19/2003                              |          |  |  |  |  |  |  |
| at 09:00 AN   | I Baı | nkruptcy Courtroom 5 North for [2], (radtatty, )   |          |  |  |  |  |  |  |
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| Figure 9  |       |  |          |  |  |  |  |  |  |

- If appropriate, choose a prefix from the Prefix Text pick list.
- In either or both of the text boxes, add additional text for the notices you are filing.
- Click [Continue].

### STEP 10 The FINAL DOCKET TEXT screen displays. (See Figure 10)



#### Figure 10

 Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click [Continue].

- If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the screen to be modified.
  - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.
- STEP 11 The NOTICE OF ELECTRONIC FILING screen displays. (See Figure 11)

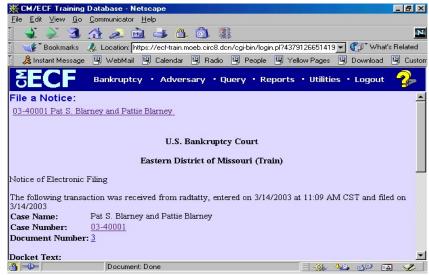


Figure 11

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the PACER login screen.
- Clicking on the document number will present the PACER login screen.
- To print a copy of this receipt, click the browser [**Print**] icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- The Notice of Electronic Filing will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.