

Motions

This procedure explains how to docket a two-part motion. Single-part motions are docketed in the same manner. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

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



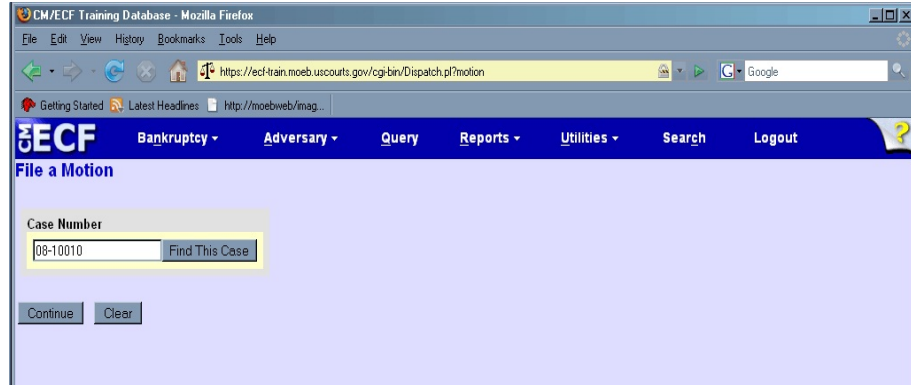
Figure 1

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



Figure 2

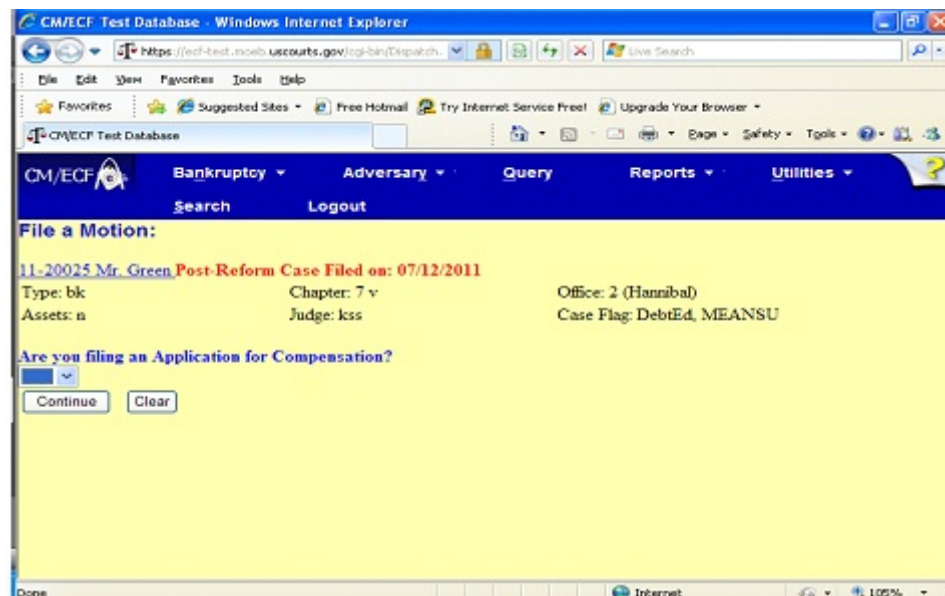
Click the Motions/Applications hyperlink.

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.

The **CASE INFORMATION** screen displays. Click **[Continue]**.

STEP 4 The **APPLICATION FOR COMPENSATION** screen appears. (See Figure 4.)**Figure 4**

Since you not filing an Application for Compensation type “n.”

Click **[Continue]**.

STEP 5 The **DOCUMENT SELECTION** screen displays next.
(See Figure 5.)

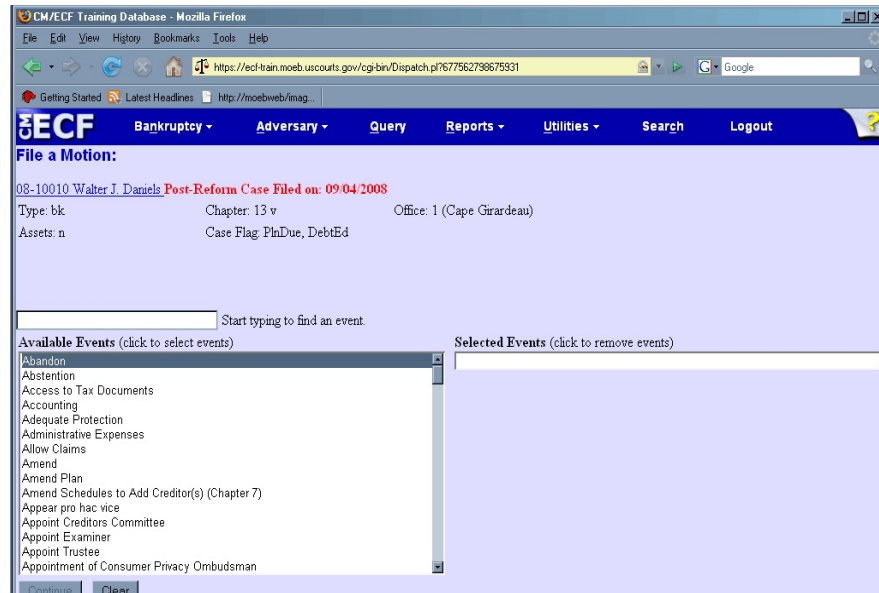


Figure 5

- ◆ A text box is provided above the list of available events. You may type begin typing “Relief from Stay” in the text box to jump down to this event. Then begin typing “Adequate Protection” to jump to his event. Hold the Ctrl key while clicking “Adequate Protection.” Both events will appear in the Selected Events box on the right. (See Figure 5a.)

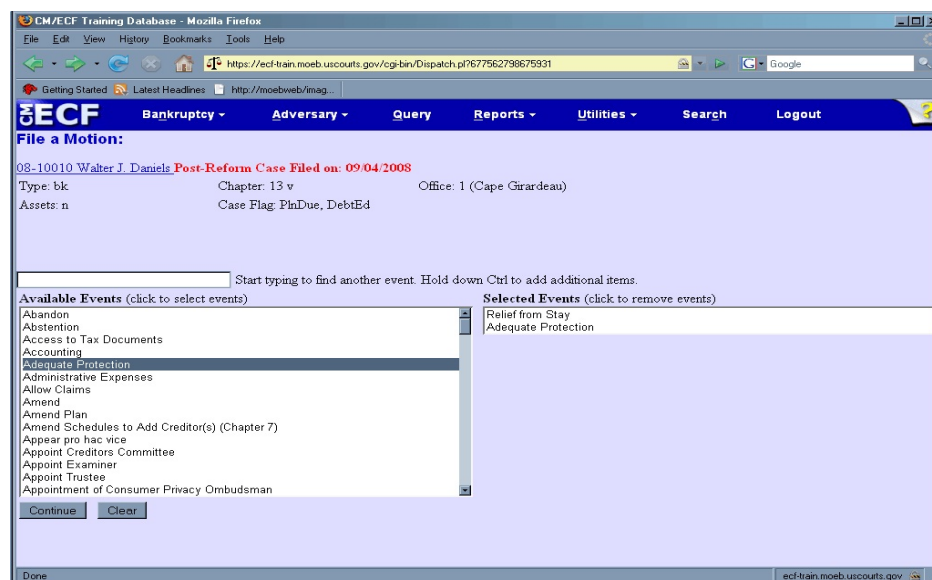


Figure 5a

- ◆ Click **[Continue]**.

STEP 6 The **HEARING INFORMATION** screen displays next. (See Figure 6.)

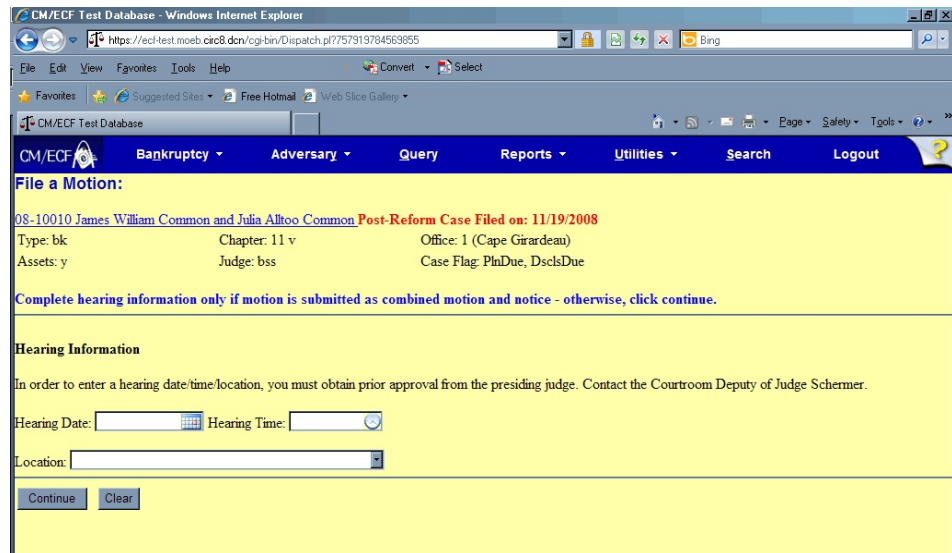


Figure 6

- ◆ Complete hearing information only if motion is submitted as combined motion and notice. Otherwise, click **[Continue]**.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.)



Figure 7

- ◆ Since the party, Friendly Finance, is currently not a party in this case, they are not listed and must be added. Click the Add/Create New Party hyperlink.

STEP 8 The **PARTY SEARCH** screen appears. (See Figure 8.)

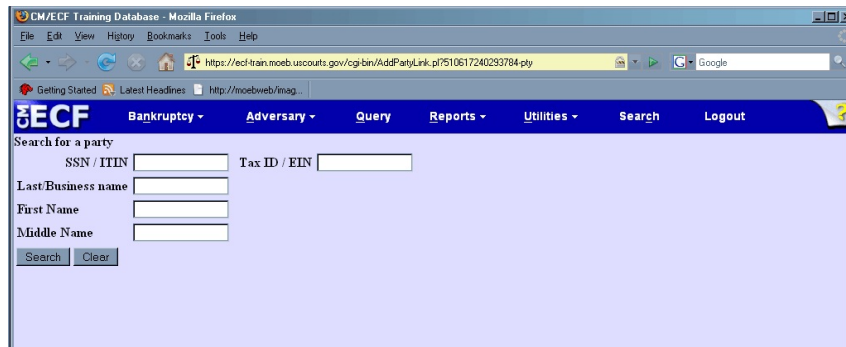


Figure 8

- ◆ Enter the first part of the business name and click [**Search**].

STEP 9 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8a.)

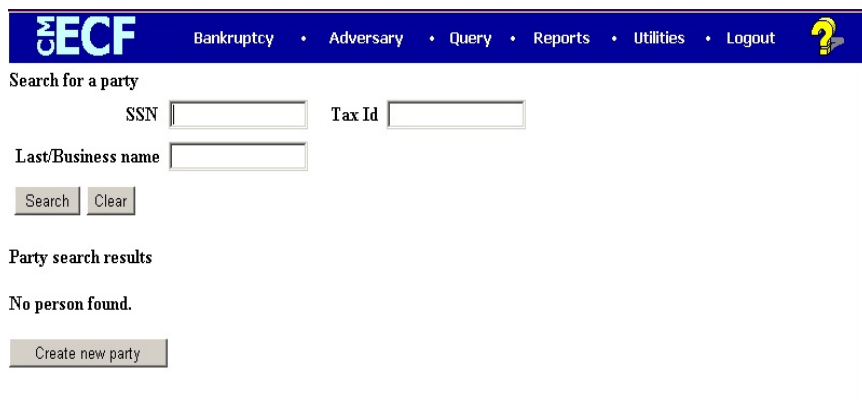


Figure 8a

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click [**Create New Party**].

NOTE: Your name search may find more than one record having the same name as shown in **Figure 8b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the [**Create new party**] button to add a new person record with this address.

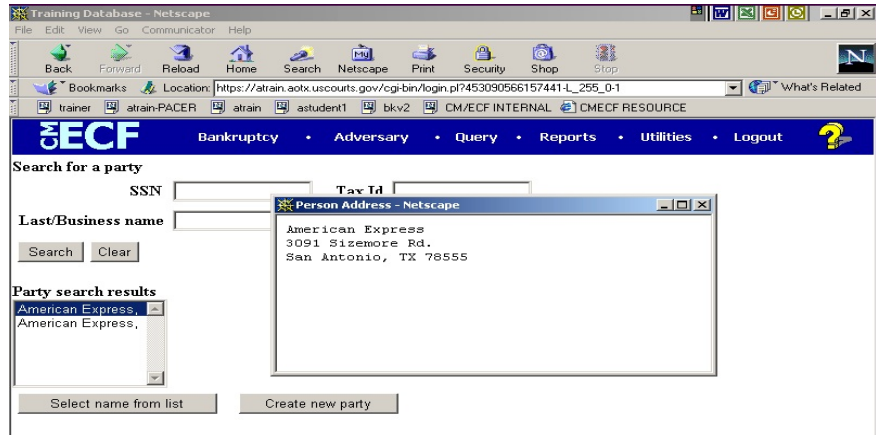


Figure 8b

STEP 10 The **PARTY INFORMATION** screen displays. (See Figure 9.)

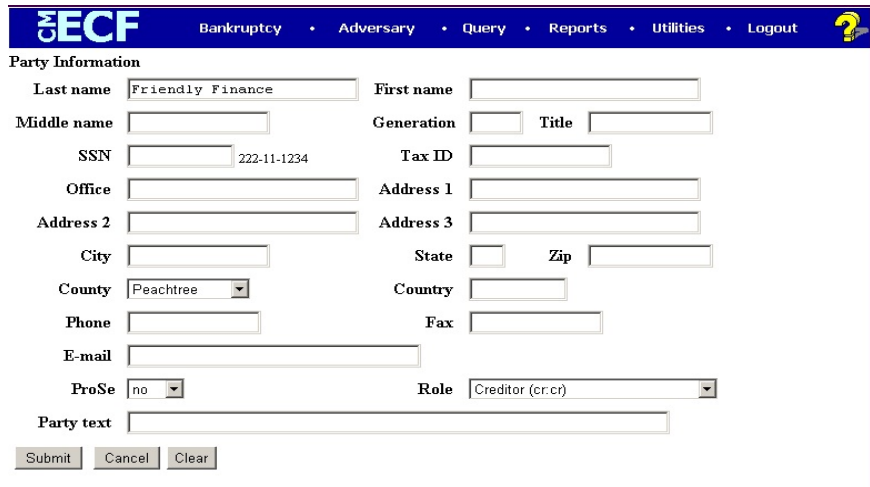


Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy.
- ◆ Leave *pro se* as **no**.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click [**Submit**].

STEP 11 The **SELECT PARTY** screen appears again. (See Figure 10.)

The screenshot shows the CM/ECF interface with a blue header containing the logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. The main content area is titled 'Select the Party:' and features a dropdown menu with the following options: 'Friendly Finance [Creditor]', 'Carol A. Hammock [Joint Debtor]', 'Frank G. Hammock [Debtor]', and 'William W. Thompson [Trustee]'. The 'Friendly Finance [Creditor]' option is highlighted. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 10

- ◆ The new creditor's name, Friendly Finance, is highlighted.
- ◆ Click **[Continue]**.

STEP 12 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)

The screenshot shows the same CM/ECF interface as Figure 10. Below the case information, there is a section titled 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'Friendly Finance, (cred) represented by Walker, Heather (aty)'. The checkbox is checked. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 11

- ◆ Click the box to establish the association between you and Friendly Finance in this case.
- ◆ Click **[Continue]**.

STEP 13 The PDF DOCUMENT SELECTION screen displays. (See Figure 12a.)

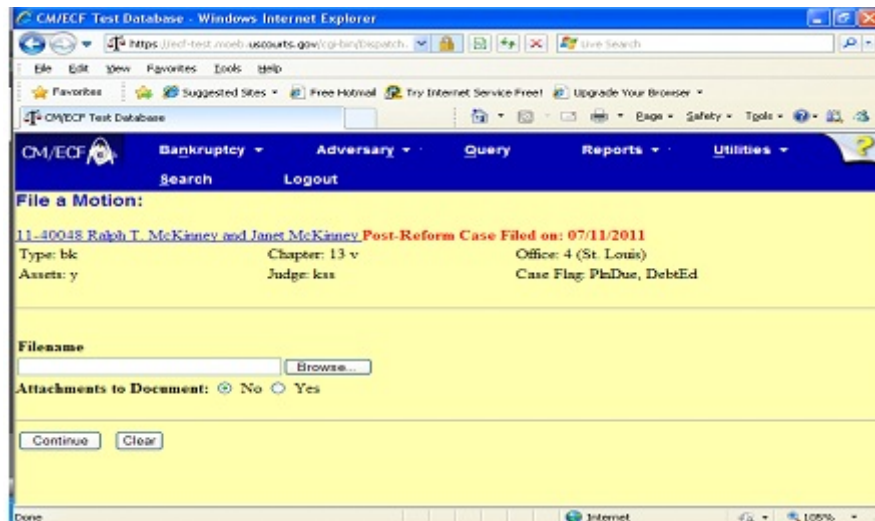


Figure 12a

- ◆ 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 12b.)

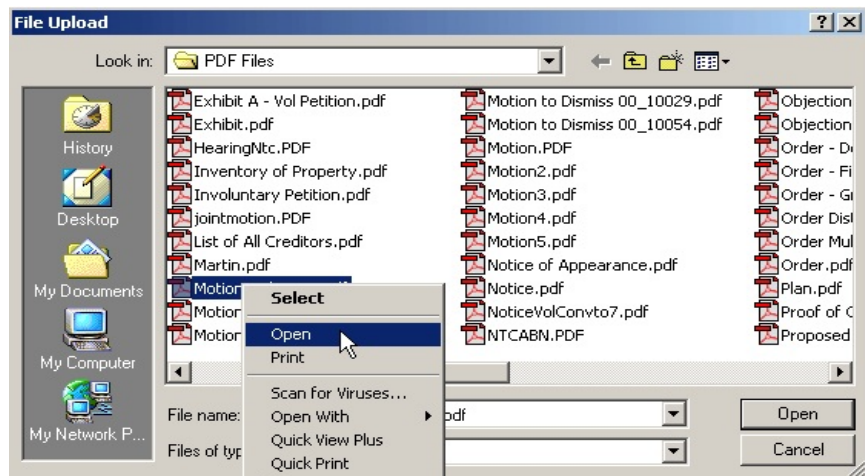


Figure 12b

- ◆ 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 12c.)

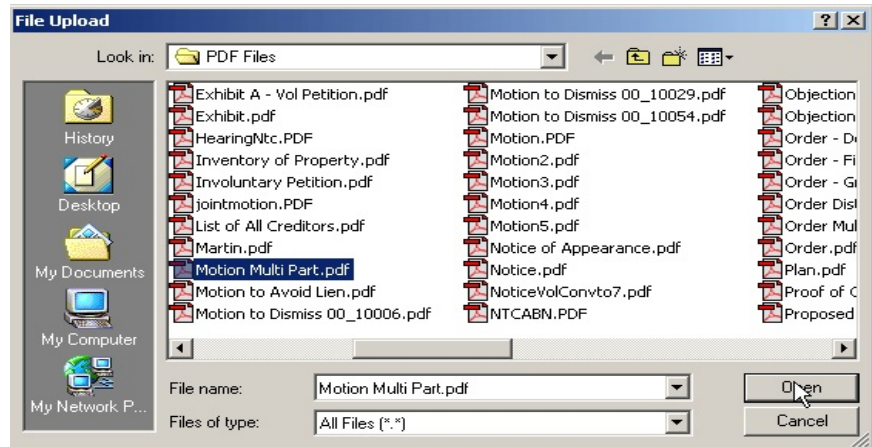


Figure 12c

- ◆ 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 12d.)

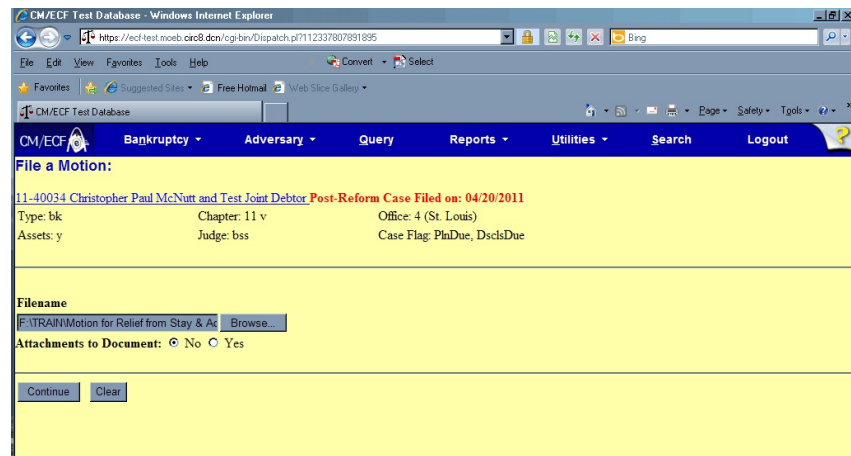


Figure 12d

- ◆ There may however be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 12d.)

NOTE: Please note that the PDF file for the motion is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Continue]**.

STEP 14 When you click the **yes** radio button and click **[Continue]**, the **ATTACHMENT** screen displays. (See Figure 13a.)

The screenshot shows the 'File a Motion' interface. At the top, there are navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below these is a 'Logout' link. The main content area is yellow and contains the following information:

- File a Motion:**
- Case: 11-20025 Mr. Green Post-Reform Case Filed on: 07/12/2011
- Type: bk Chapter: 7 v Office: 2 (Manzabal)
- Assets: n Judge: kss Case Flag: DebtEd, MEANSU

Below this, it says 'Select one or more attachments.' and provides instructions:

- 1) Select the PDF document that contains the attachment.
 - Filename:
- 2) Fill in the fields below.
 - Category: and/or Description:
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
 -
 -

At the bottom, there is a 'Next' button. The browser status bar at the very bottom shows 'Internet' and '95%' zoom.

Figure 13a

- ◆ There are three steps to the attachment process:
 1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on "-" or "x" in the control box in the upper right hand corner.
 2. Select the appropriate attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A" to signify this is Exhibit A. This description goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. Follow your local court procedures for use of the Type and/or Description Box.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1-3.

◆ Click **[Add to List]**. (See Figure 13b.)



Figure 13b

◆ Click **[Next]**.

STEP 15 The **FEE** screen appears. (See Figure 14.)

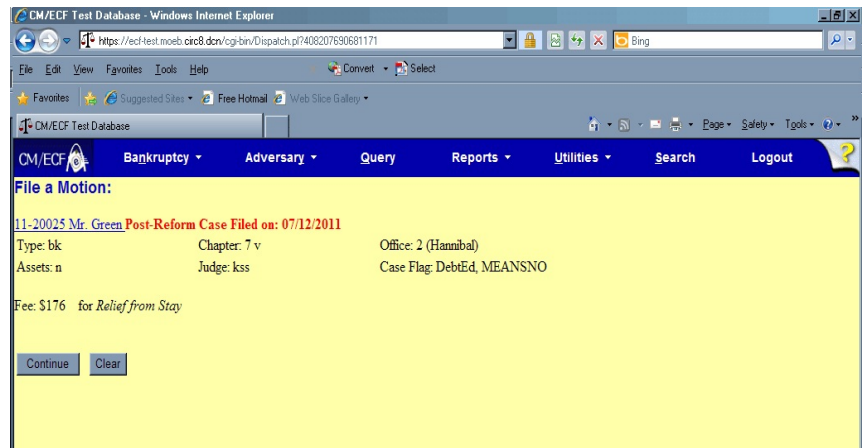
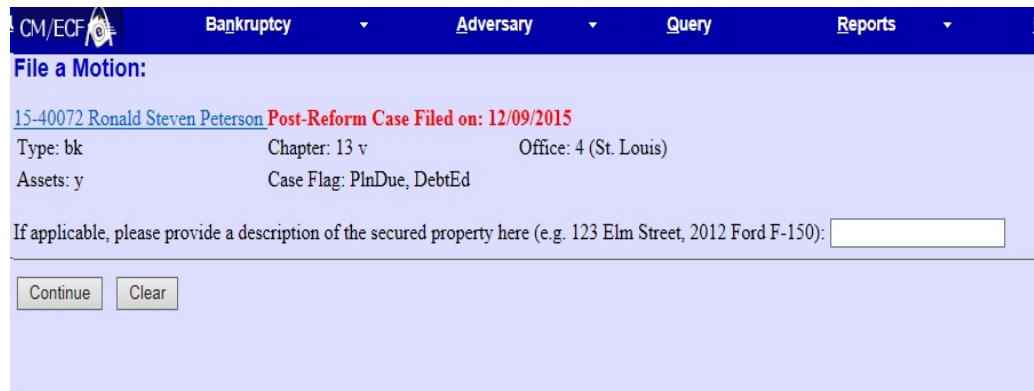


Figure 14

◆ Click **[Continue]**.

- ◆ The **SECURED PROPERTY** screen appears.

If applicable, provide a description of the secured property here (e.g. 123 Elm Street, 2012 Ford F-150).



The screenshot shows the CM/ECF interface with a blue header bar containing navigation tabs: Bankruptcy, Adversary, Query, and Reports. Below the header, the page title is "File a Motion:". The main content area displays case information: "15-40072 Ronald Steven Peterson Post-Reform Case Filed on: 12/09/2015". Below this, there are two rows of details: "Type: bk Chapter: 13 v Office: 4 (St. Louis)" and "Assets: y Case Flag: PlnDue, DebtEd". A text input field is provided for the secured property description, with the prompt "If applicable, please provide a description of the secured property here (e.g. 123 Elm Street, 2012 Ford F-150):". At the bottom of the form are two buttons: "Continue" and "Clear".

- ◆ Click **[Continue]**.

STEP 16 The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)

Figure 15

If appropriate, choose a prefix from the **Prefix Text** pick list.

- ◆ In any or all of the text boxes, add additional text for the motions you are filing according to your court procedures.
- ◆ Click **[Continue]**.

STEP 17 The **FINAL DOCKET TEXT** screen displays. (See Figure 16.)

Figure 16

- ◆ 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 18 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See Figure 17.)

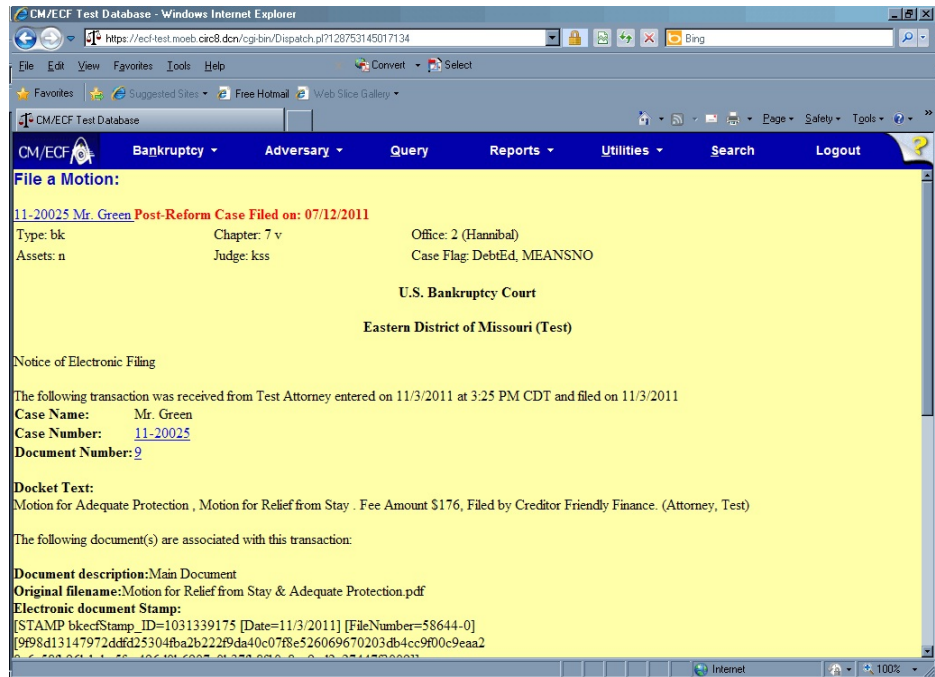


Figure 17

NOTE: The electronic payments screen also now appears. This screen is covered in Step 19.

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink 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.

STEP 19 The electronic payments screen appears at the same time as the Notice of Electronic Filing screen. (See **Figure 18a**)

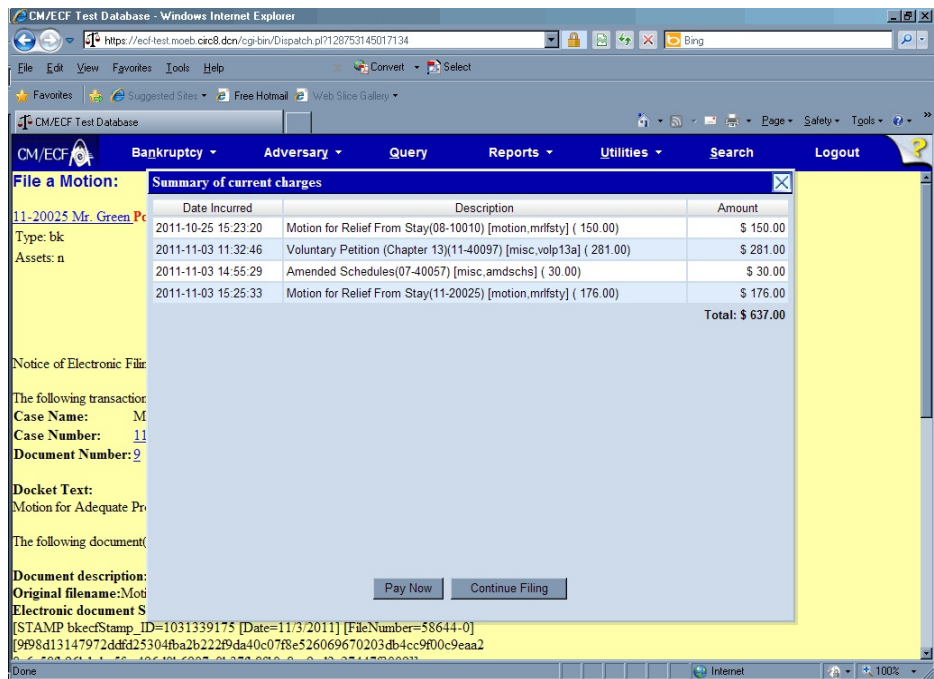


Figure 18a

If you choose Pay Now, the Online Payment screen appears. (See **Figure 18b**.) See Administrative Procedures, Appendix 7-A, for On-Line Credit Card Attorney Manual.

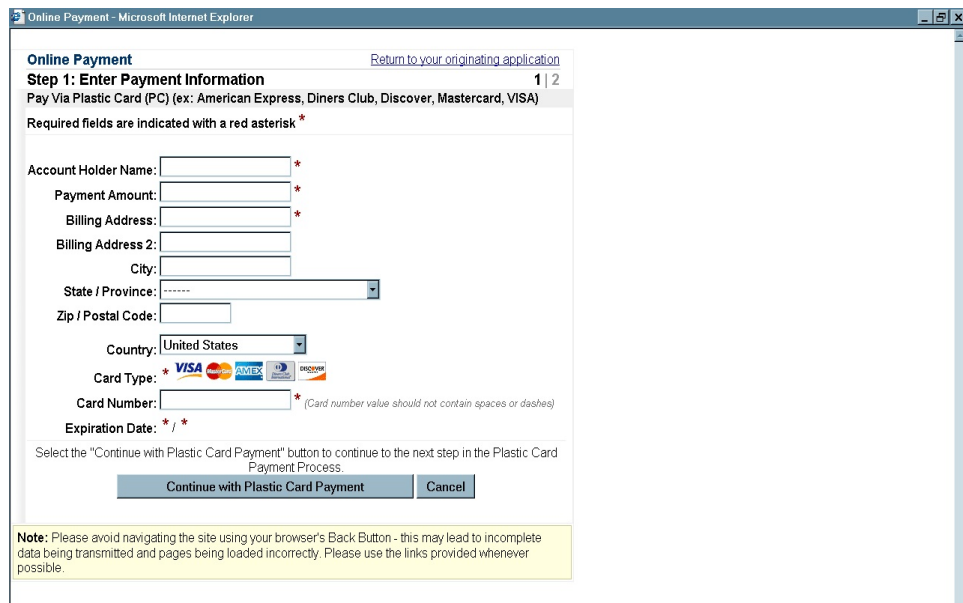


Figure 18b

If you choose Continue Filing, the Online Payment screen will be removed and reappear after future filings that require a fee.