

# Single-Part Motions/Applications

This process will demonstrate the steps to file a motion in the CM/ECF system. The example shows the electronic filing of a motion that requests only one type of relief (relief from stay). **The same steps would be followed for other types of single-relief motions and applications.** See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief such as motion for relief from stay and for adequate protection.

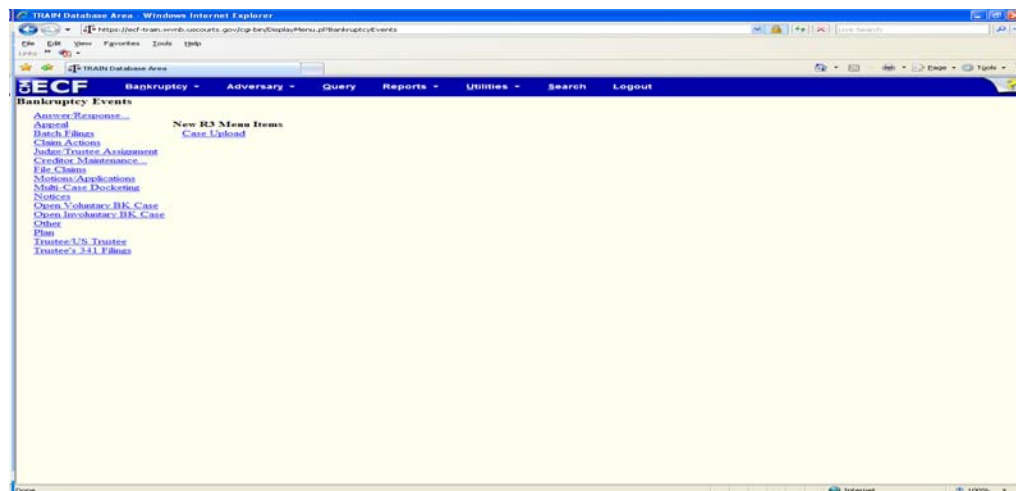
**STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

- ◆ Click the Motions/Applications hyperlink.



**Figure 2**

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

- ◆ Enter the case number
- ◆ Click **[Next]** to continue.

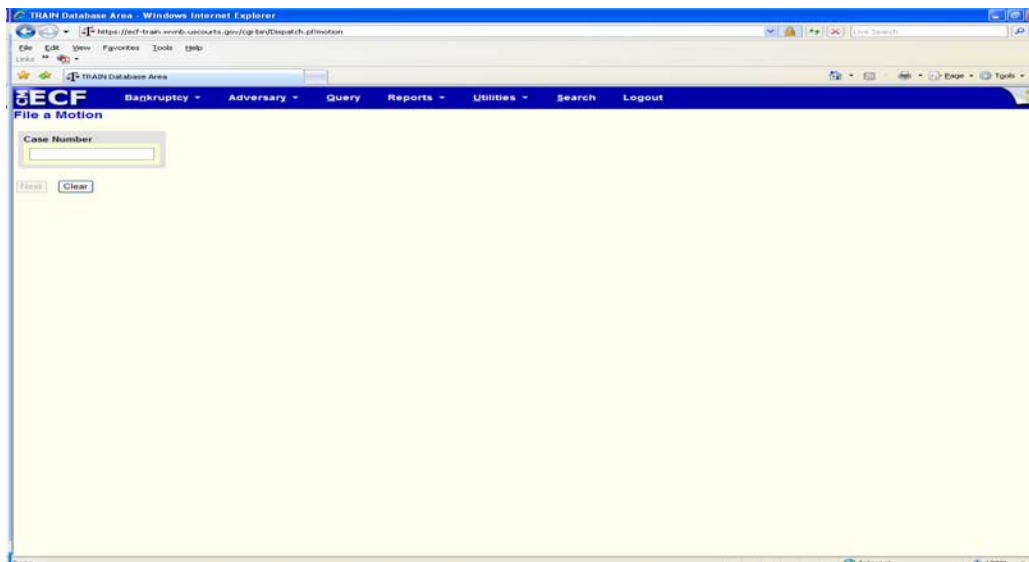


Figure 3

**STEP 4** The **File a Motion** screen displays. (See Figure 4.)

- ◆ Verify the case name and case number that are displayed.
  - ◆ If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
  - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this lesson, select **Relief from Stay**.

**NOTE:** You may also type the first letter of a relief (in this case 'R') to immediately move to the list of reliefs that begin with a particular letter.

- ◆ Click **[Next]** to continue.

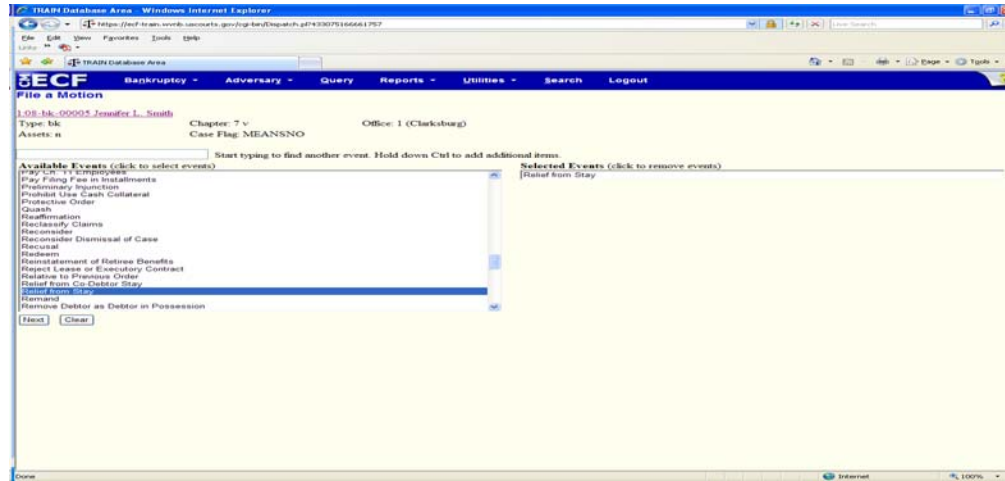


Figure 4

**STEP 5** The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

- ◆ If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint filing, no action is required.
- ◆ Click **[Next]** to continue.

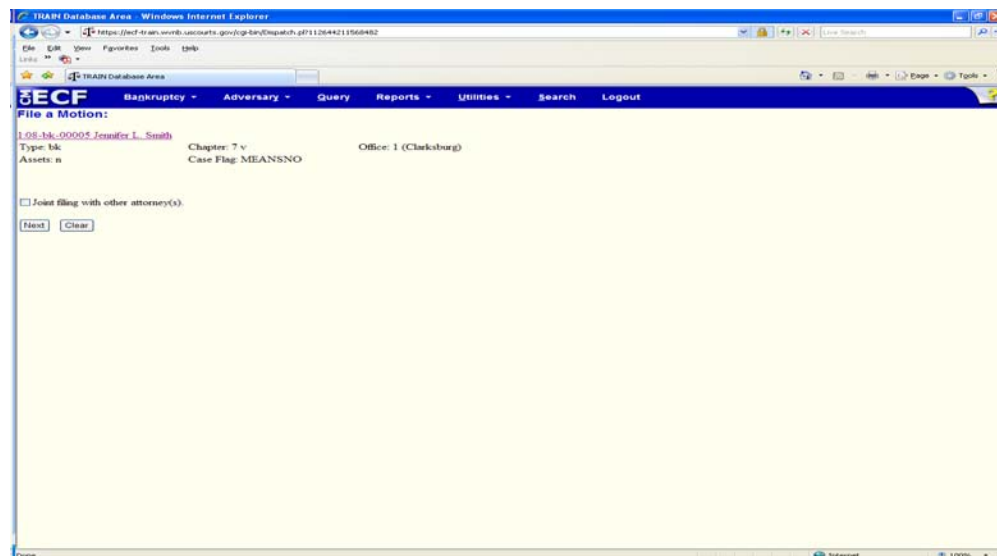


Figure 5

**STEP 6** The Select the Party screen displays. (See Figure 6a.)

- ◆ Click the down arrow to scroll the **Select the Party** box to locate the party filer (whom you are representing).
- ◆ Click to highlight and select the party for which the document is filed.
- ◆ Then click **[Next]**.
- ◆ If the party filer does **not** appear in the **Select the Party** box, Click on **Add/Create New Party**.
- ◆ The **Search for a Party** screen displays.
- ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field.
- ◆ Then click **Search**.
- ◆ If the name of the party you are representing is not contained in the court's database for this case, you will receive the following message: **No person found**. Select **Create new party**.
- ◆ Complete the **Party Information** screen. The party's name will be displayed. Enter address by using Address 1, Address 2 and Address 3 fields and City, State and Zip fields.
- ◆ Select **Creditor (cr:cr)** as **Role** type.
- ◆ Then click **Submit**.
- ◆ The **Select the Party** screen will display. Select the creditor you added.
- ◆ Then click **[Next]**.
- ◆ The **Attorney/Party Association** screen will display. Create your association with this party by clicking in the box. **(See Figure 6b.)**
- ◆ Then click **[Next]**.



Figure 6a

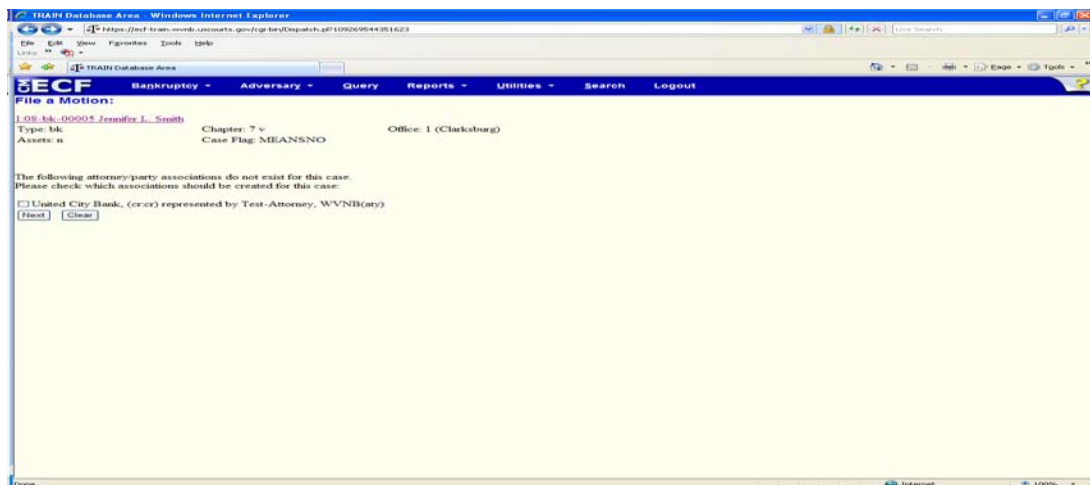


Figure 6b

**STEP 7** The **Select the pdf document** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(\*.\*)**.

**NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when

you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

#### STEP 8 (See Figure 8.)

- ◆ Enter brief description of property if applicable
- ◆ Enter **y** or **n** on this screen if a **Certificate of Service** is being filed with the motion.
- ◆ Click **[Next]** to continue.

The screenshot shows the ECF system interface for filing a motion. The page title is "File a Motion:". The case information displayed is: "1:08-bk-00005 Jennifer L. Smith", "Type: bk", "Assets: n", "Chapter: 7", and "Case Flag: MEANSNO". The interface includes two input fields: "What Property? (briefly describe):" and "With Certificate of Service? y or n:". There are "Next" and "Clear" buttons at the bottom of the form.

Figure 8

#### STEP 9 (See Figure 9.)

- ◆ Enter **y** or **n** after *Are you paying via the Internet [y or n]?*
- ◆ Click **[Next]** to continue.

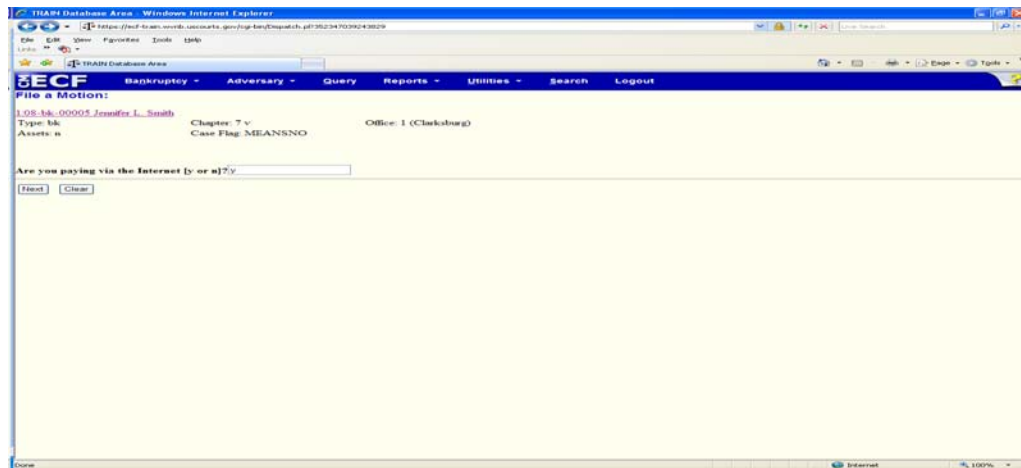


Figure 9

**STEP 10** (See Figure 10.)

- ◆ The filing fee amount for filing a fee-based motion will display.
- ◆ Click **[Next]** to continue.

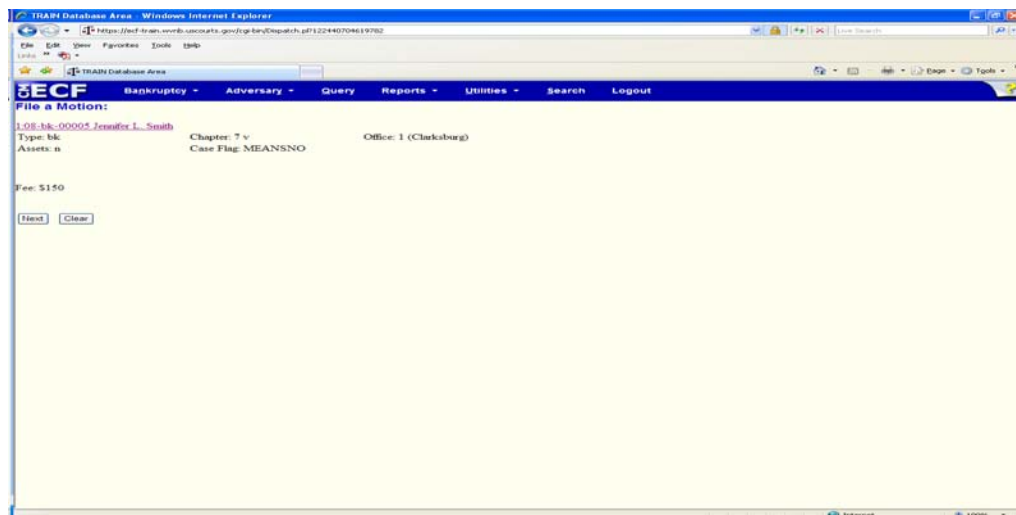


Figure 10

**STEP 11** The **Docket Text: Modify as Appropriate** screen displays. (See Figure 11.)

- ◆ You may insert additional text and/or add a prefix to your docket entry. Click on the down arrow in the white box to select an appropriate prefix if applicable
- ◆ Click **[Next]** to continue.

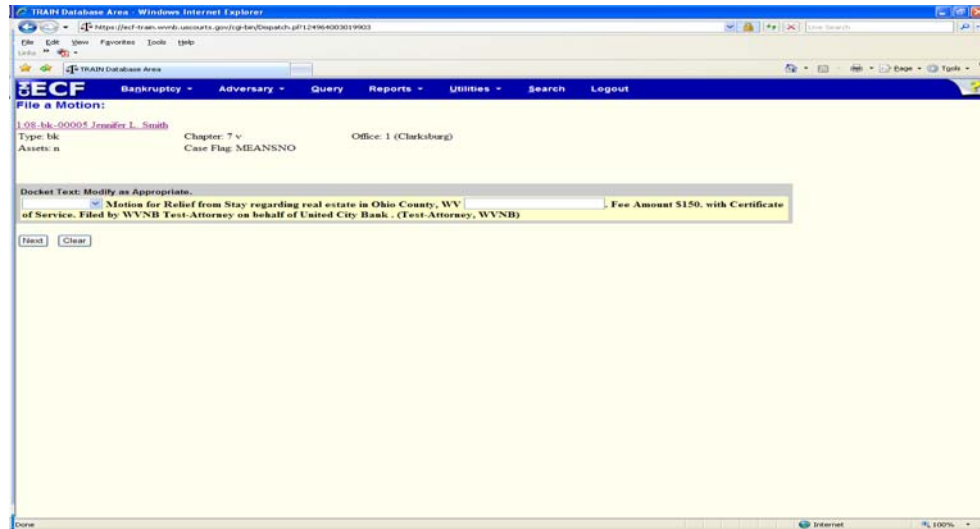


Figure 11

**STEP 12** The **Docket Text: Final Text** screen displays. (See Figure 12.) This is your **last** opportunity to make corrections to your entry.

- ◆ Verify the final docket text.
- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.



Figure 12

**STEP 13** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. **(See Figure 13.)**

- ◆ The notice will include the following information:
  - ◆ Who filed the document
  - ◆ Date and time
  - ◆ Case name
  - ◆ Case number
  - ◆ Document number
  - ◆ Original filename (pdf)
  - ◆ Electronic document stamp
  - ◆ Electronic mail recipients and manual notice lists

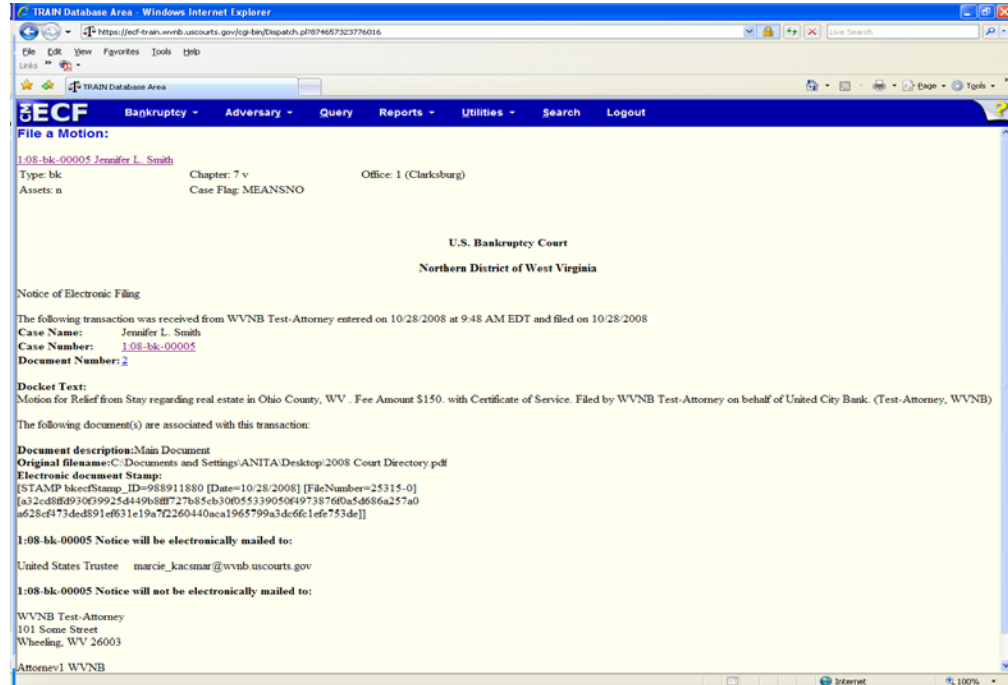


Figure 13