

# Multi-Part Motions

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

**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. (See Figure 2.)

- ◆ Click the Motions/Applications hyperlink.

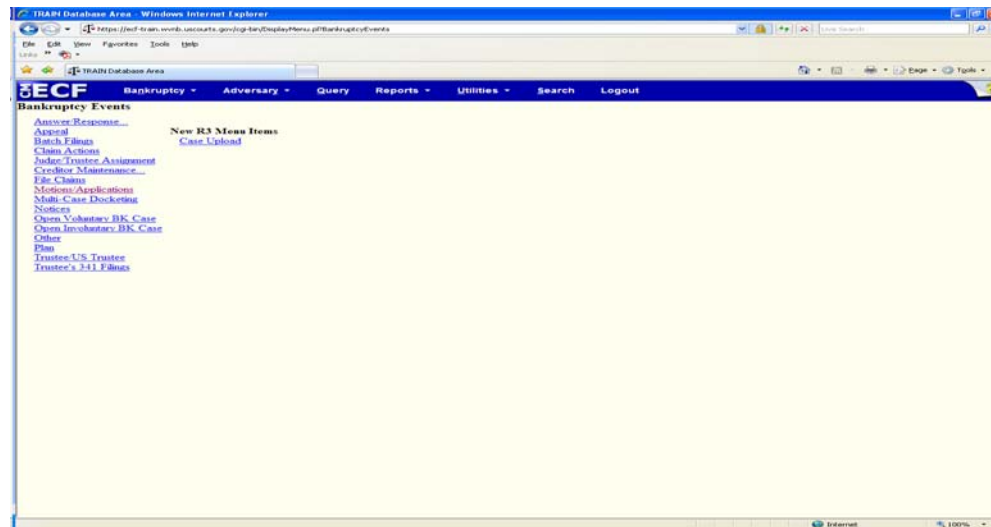


Figure 2

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

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

**NOTE:** You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

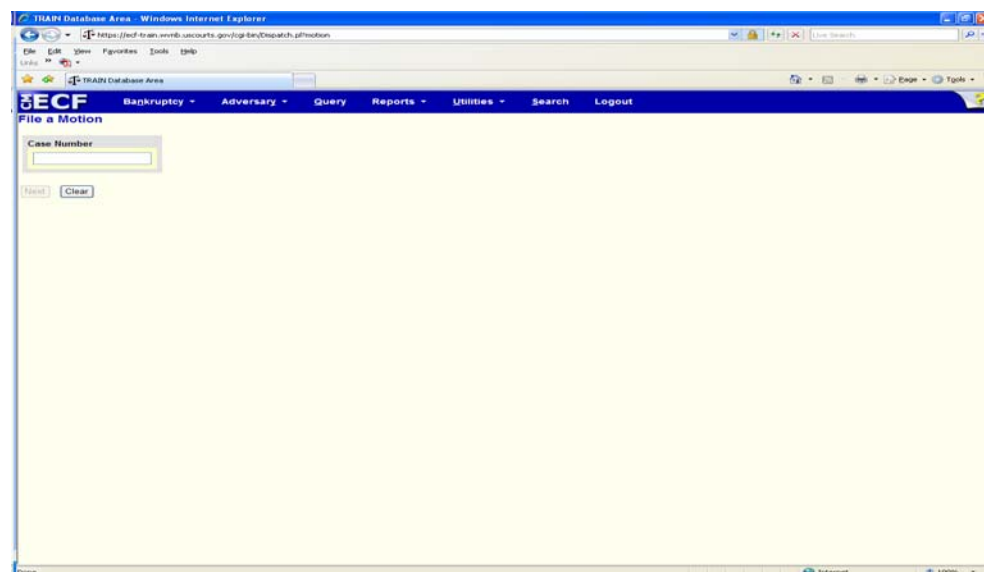
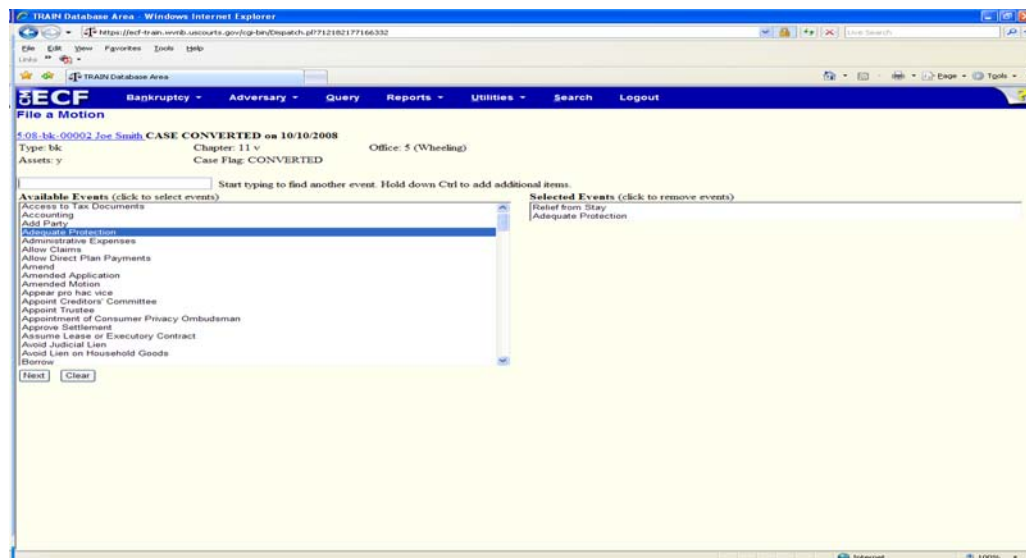


Figure 3

**STEP 4** The **MOTION EVENTS** screen displays next.  
(See Figure 4.)

- ◆ Click to highlight Relief From Stay. Keeping the **[Ctrl]** key depressed, scroll and highlight Adequate Protection. Release the **[Ctrl]** key. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.



**Figure 4**

**STEP 5** The **JOINT FILING** screen displays. (See 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 **[Next]** you would be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

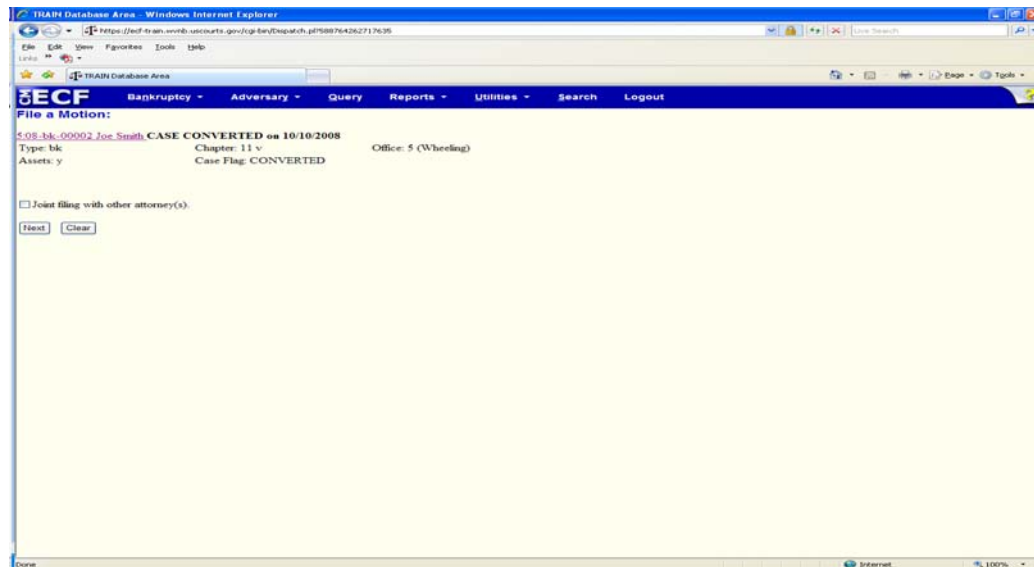


Figure 5

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

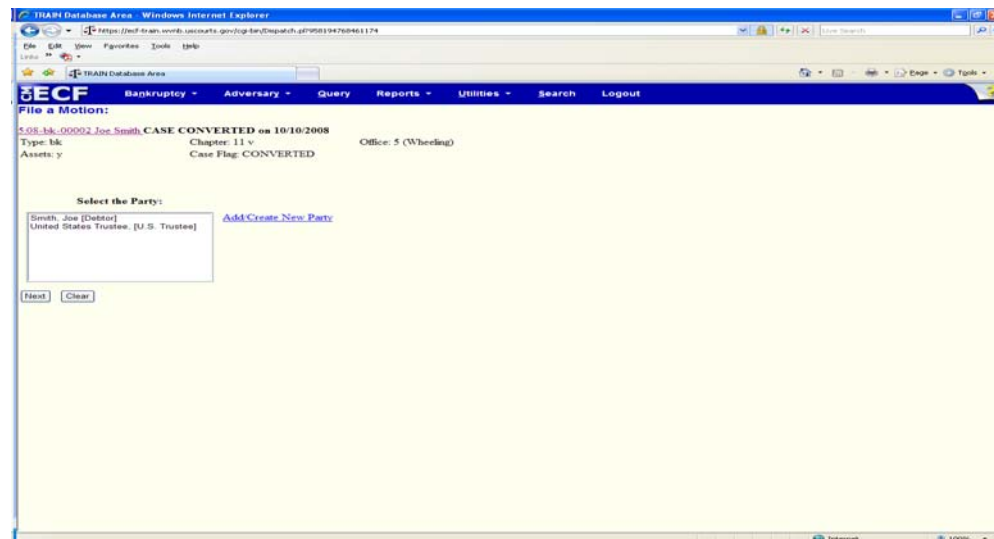


Figure 6

- ◆ Since the party, Friendless 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 7** The **PARTY SEARCH** screen appears. (See Figure 7.)

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

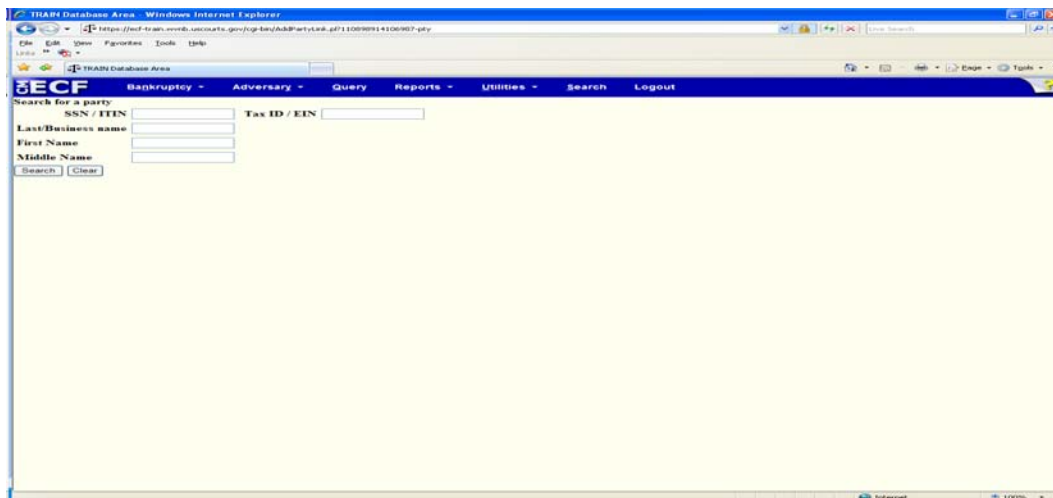


Figure 7

**STEP 8** 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 8.)**

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

**NOTE:** Your name search may find more than one record having the same name. 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.

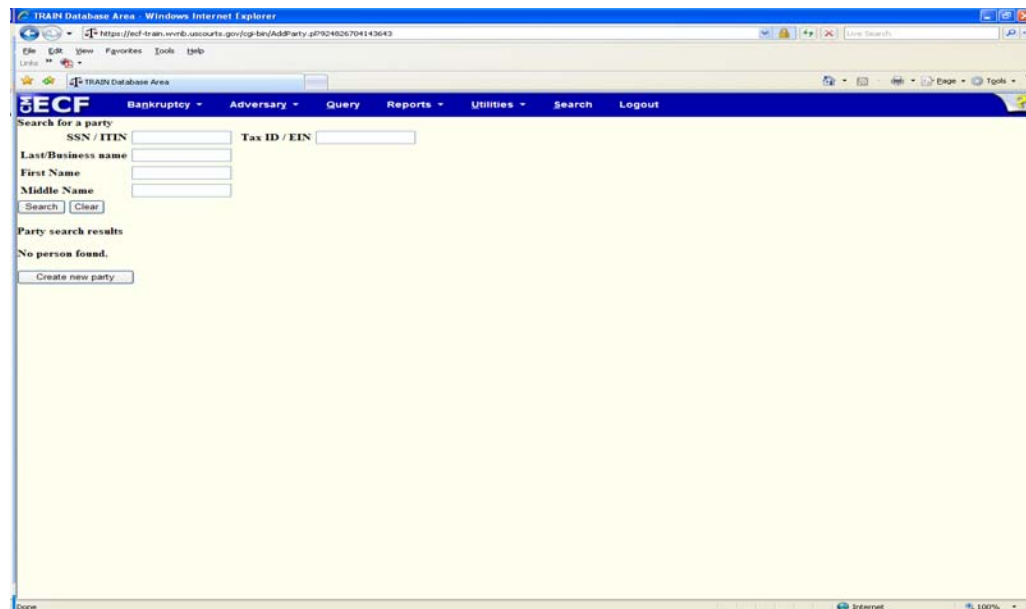


Figure 8

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

- ◆ Enter creditor **Name** information in the appropriate boxes.
- ◆ 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. You will have an opportunity to create this association on a later screen.
- ◆ Click [**Submit**].

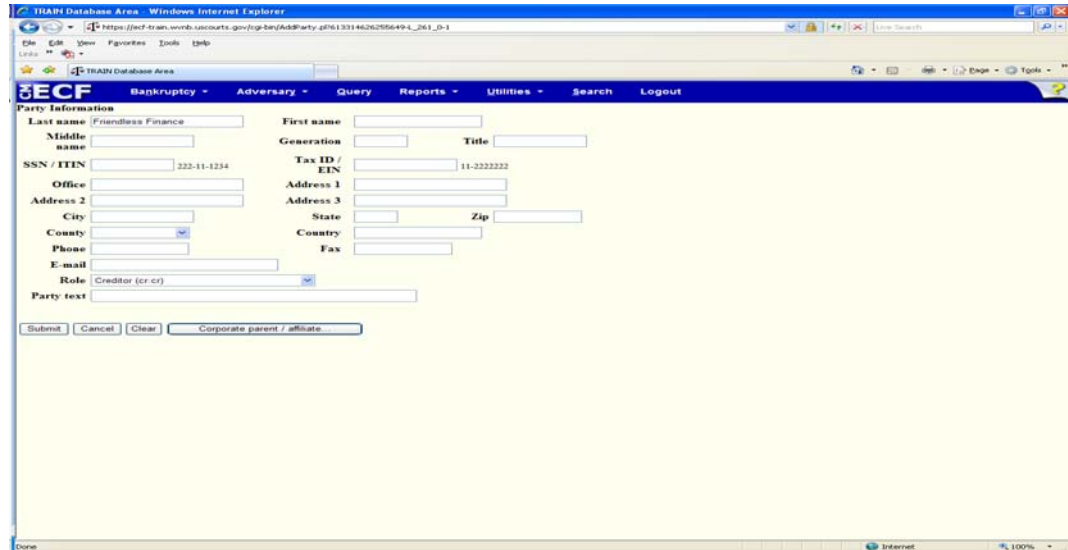


Figure 9

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

- ◆ The new creditor's name, Friendless Finance, is highlighted.
- ◆ Click **[Next]** to continue.

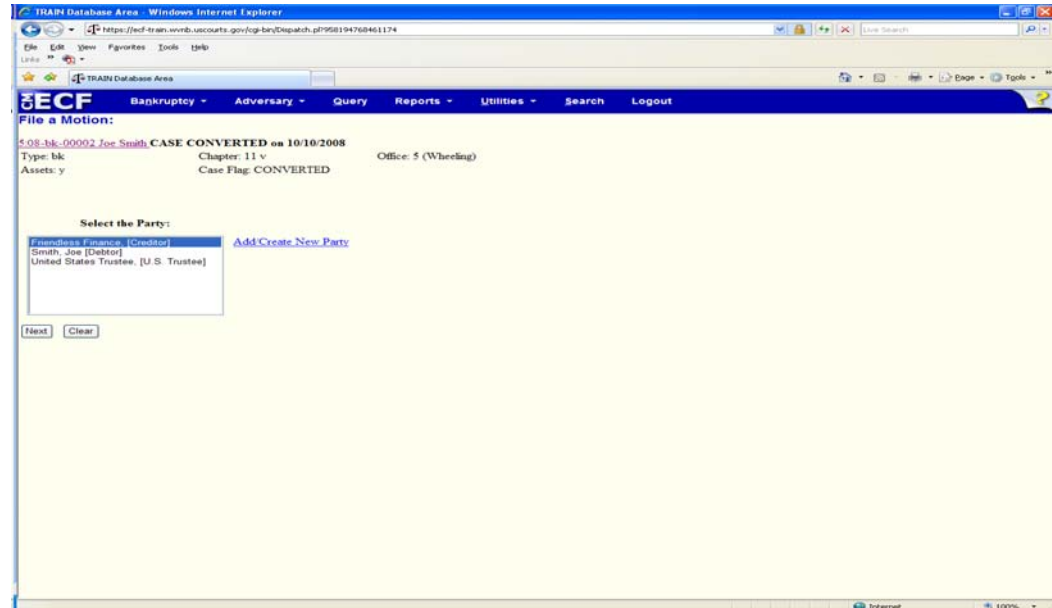


Figure 10

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

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



**Figure 11**

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

- ◆ 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**.
- ◆ 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.

- ◆ 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.
- ◆ 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]**.

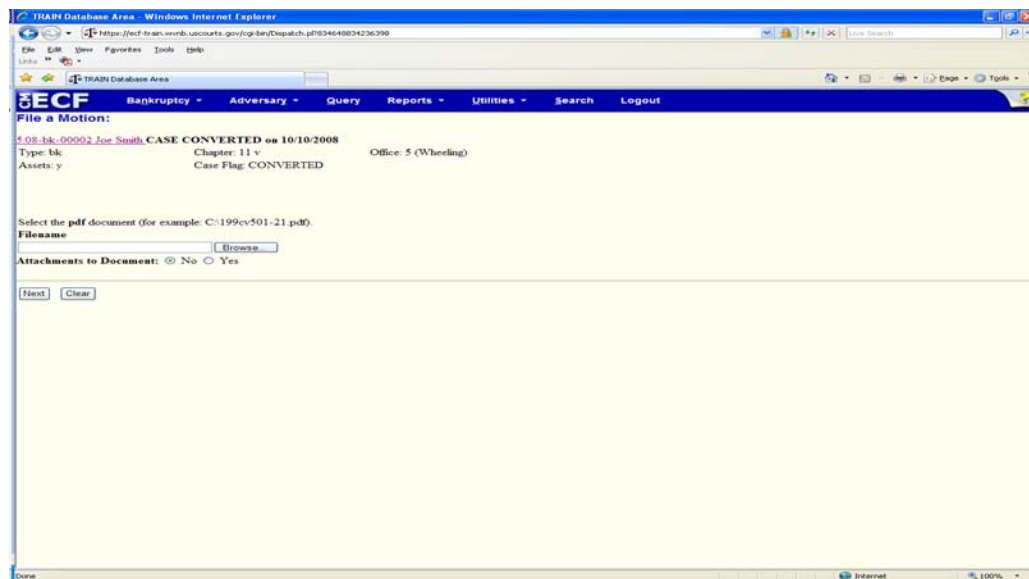


Figure 12

**STEP 13** The **With Certificate of Service?** screen displays. (See Figure 13.)

- ◆ If applicable, insert brief description of property.
- ◆ **With Certificate of Service?** Enter **y** or **n**
- ◆ Click **[Next]** to continue.

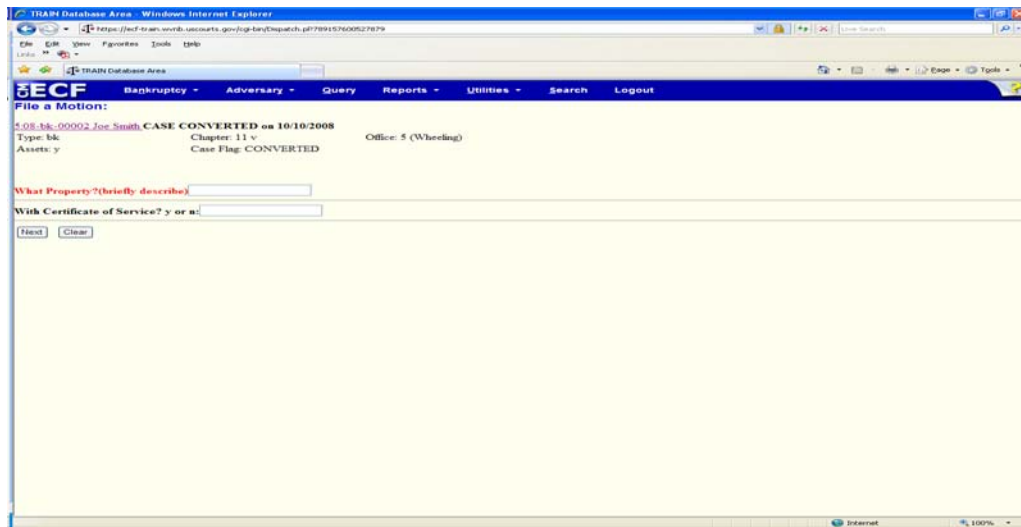


Figure 13

**STEP 14** Since a part of this multi-part motion is Relief from Stay requiring a filing fee, the screen shown below appears. **(See Figure 14.)**

- ◆ Enter **y** and Click **[Next]** to continue.

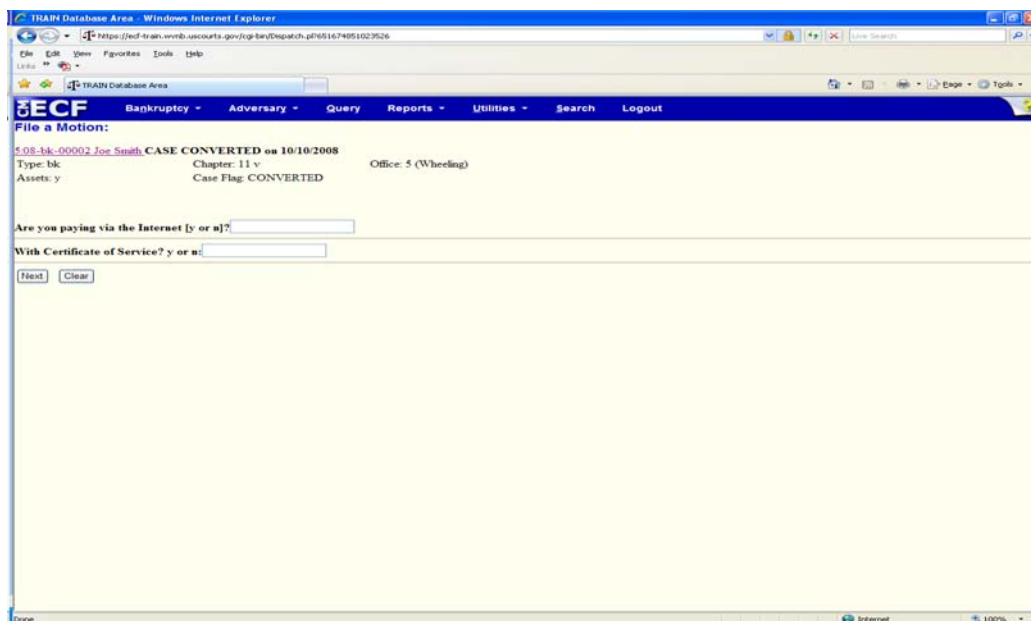
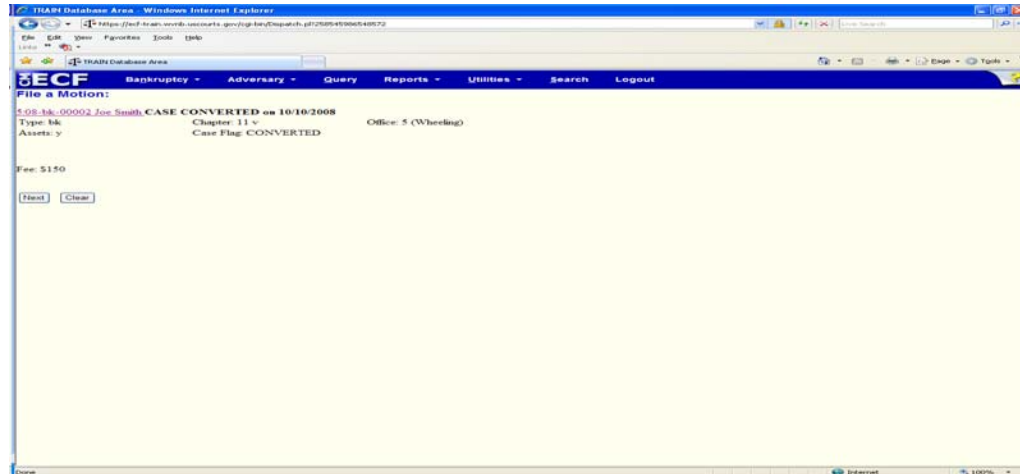


Figure 14

**STEP 15** The following screen displays if there is a filing fee required to file your motion. (See Figure 15.)

- ◆ Click **[Next]** to continue.

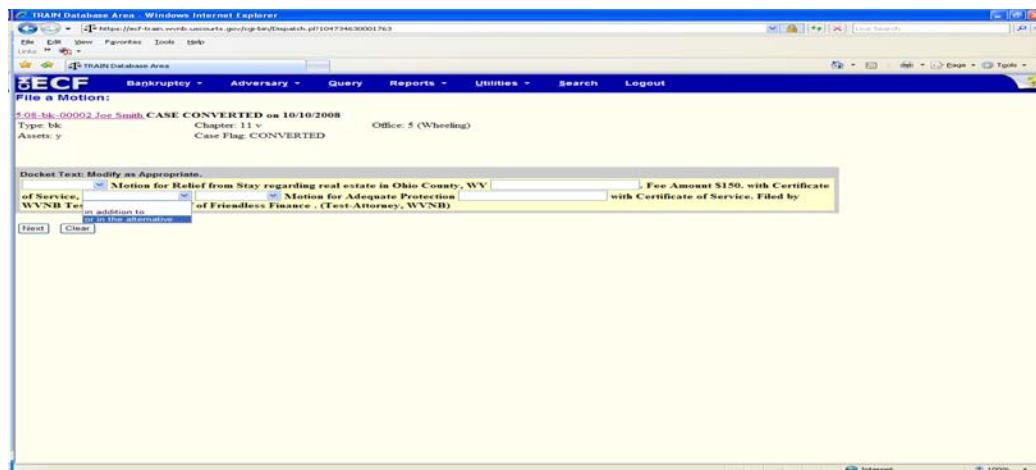


**Figure 15**

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

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

- ◆ In either or both of the text boxes, add additional text for the motions you are filing, if applicable.
- ◆ Click **[Next]** to continue.



**Figure 16**

- STEP 17** The **FINAL DOCKET TEXT** screen displays. (See Figure 17.)
- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
  - ◆ 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**.



Figure 17

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

### Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

### Associated (PDF) documents:

Document description: Defaults to **Main Document** being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First **attached** document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.

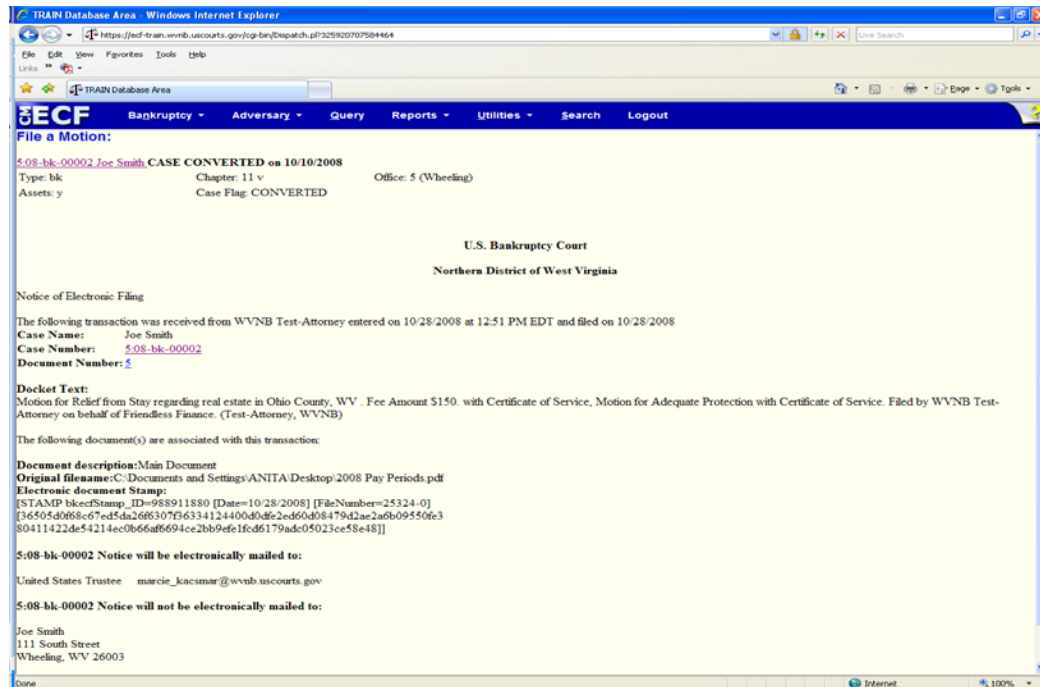


Figure 18