

Motions and Multi-Part Motions *For Attorneys*

- A. Create your three separately captioned pleadings, ie: Motion, Notice, and Certificate of Service from your word processor.
- B. **Save your Adobe Acrobat .pdf images.** Example, the Motion, Notice and Certificate of Service.
- C. In CM/ECF - file your Motion, Notice and Certificate of Service through a single entry – Bankruptcy Events – Motions/Applications.
- D. The following will explain 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 similar to the one shown. Your menu selections may vary from this screen. (See Figure2.)



Figure 2

◆ Click the [Motions/Applications](#) hyperlink.

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

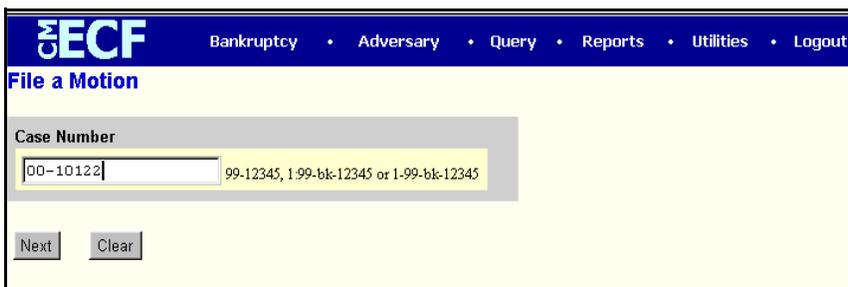


Figure 3

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

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 **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

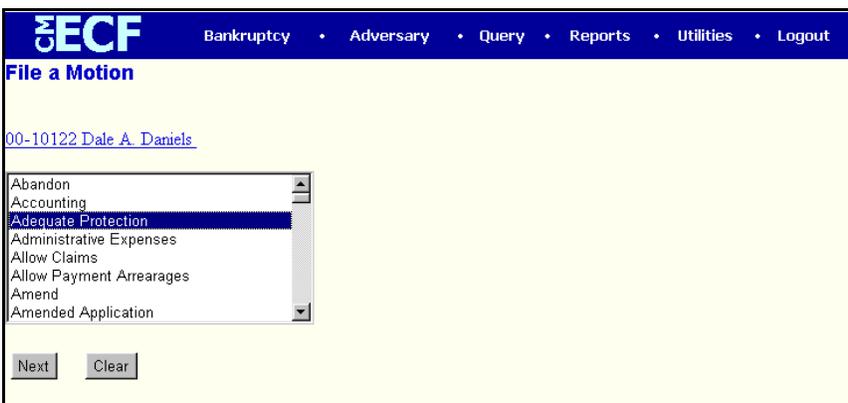
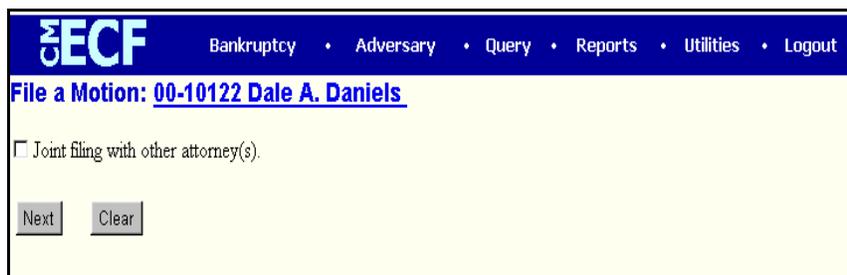


Figure 4

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

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

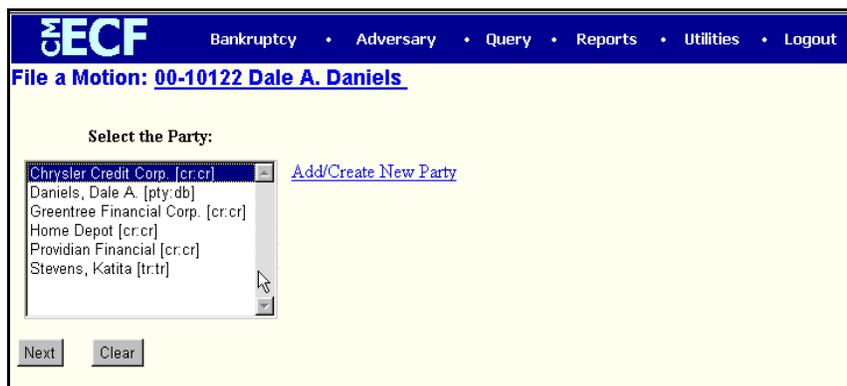


ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout
File a Motion: 00-10122 Dale A. Daniels
 Joint filing with other attorney(s).
Next Clear

Figure 5

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.
- ◆ If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.
- ◆ Click **[Next]**.

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

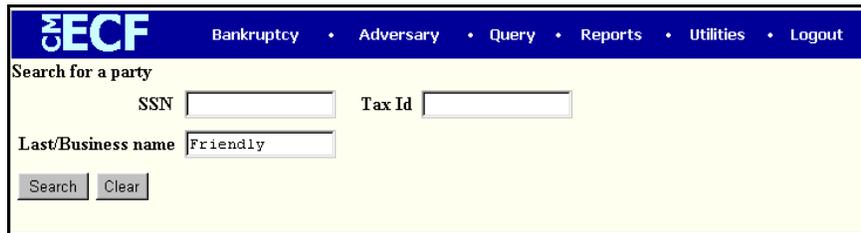


ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout
File a Motion: 00-10122 Dale A. Daniels
Select the Party:
Chrysler Credit Corp. [cr:cr] [Add/Create New Party](#)
Daniels, Dale A. [pty:db]
Greentree Financial Corp. [cr:cr]
Home Depot [cr:cr]
Providian Financial [cr:cr]
Stevens, Kalita [tr:tr]
Next Clear

Figure 6

- ◆ Since the party, Friendly Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.
- ◆ Click **[Next]** to continue.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

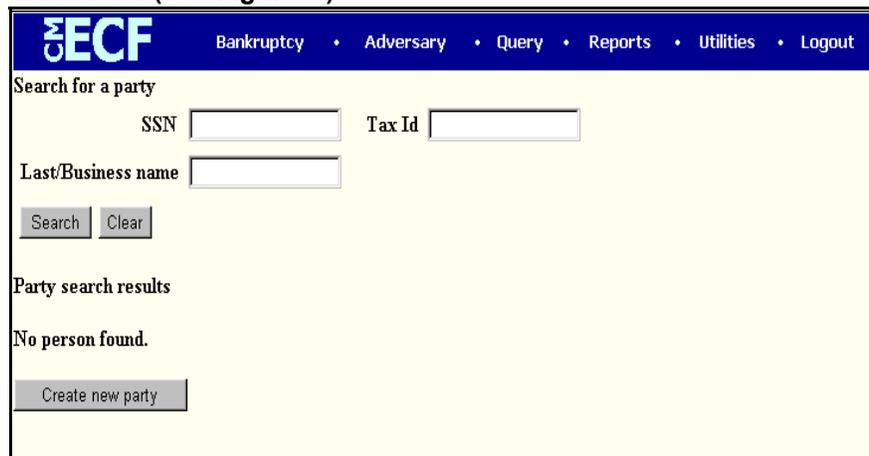


The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the section is titled "Search for a party". It contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Friendly". Below the input fields are two buttons: "Search" and "Clear".

Figure 7

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

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.)



The screenshot shows the ECF system interface after a search. The top navigation bar is the same as in Figure 7. The "Search for a party" section is now empty, with the "Last/Business name" field being blank. Below the search fields, there is a section titled "Party search results" which displays the message "No person found." At the bottom of this section, there is a button labeled "Create new party".

Figure 8

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

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

The screenshot shows a web form titled "Party Information" with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form fields are as follows:

Last name	<input type="text" value="Friendly Finance"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
ProSe	<input type="text" value="no"/>	Role	<input type="text" value="Creditor (cr.cr)"/>

Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy. **No address information is necessary.**
- ◆ 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 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

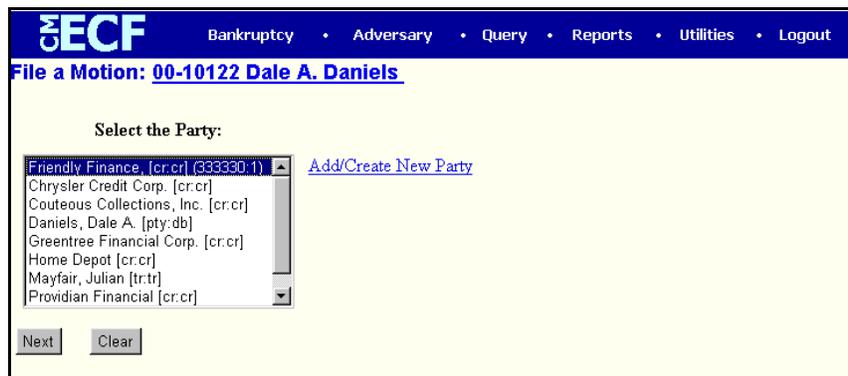


Figure 10

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

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

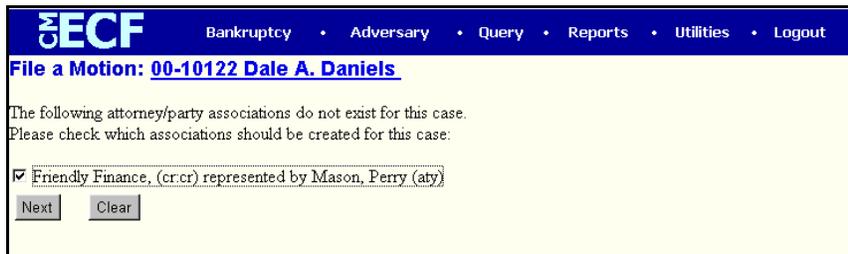


Figure 11

- ◆ Click the box to establish the association between you and Friendly Finance.
- ◆ Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.

(See Figure 12.)

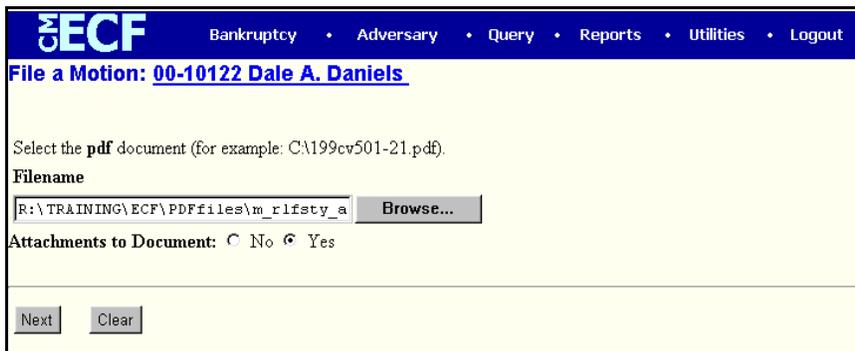


Figure 12

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename and select **Open**. (See Figure 12a.)
 - This will launch the Adobe Acrobat Reader to display the

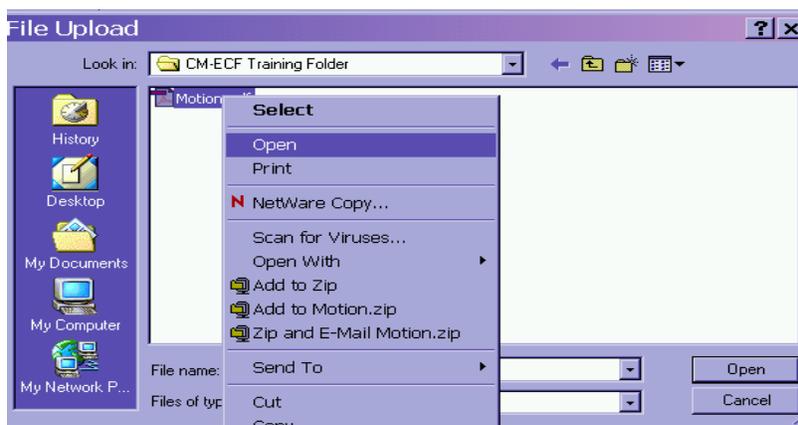


Figure 12a

contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window, then click Open on the File Upload dialogue box. (See Figure 12b.)

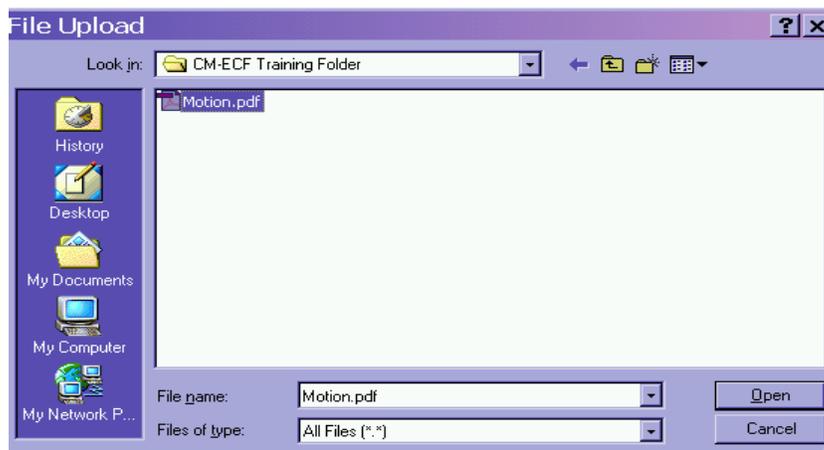


Figure 12b

- ◆ Click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the notice, certificate of service and a proposed order to the motion. (See Figure 12c)

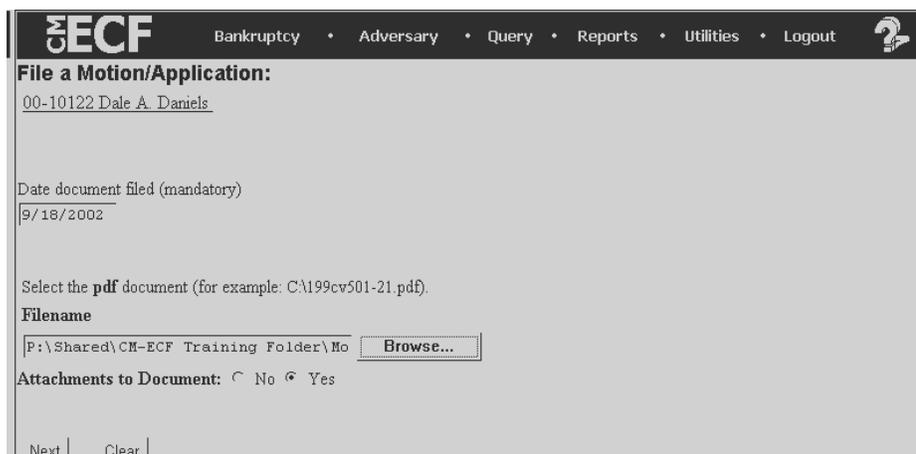


Figure 12c

- ◆ 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.

STEP 13 When the **yes** radio button is clicked, the **ATTACHMENT** screen displays. (See **Figure 13.**)

Figure 13

- ◆ There are three steps to the attachment process:
 1. Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename 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 Acrobat by clicking on the control box in the upper right hand corner of the window.
 2. Select **Notice, Certificate of Service, or Proposed Order** as the attachment name from the **Type** drop down list or you may enter a description in the **Description Box**. This description appears in docket text.
 3. You must click **[Add to List]**. The path and file name are added to the **List** box. (See **Figure 13a.**) It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the main content area is titled "Select one or more attachments." and contains three numbered instructions:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- 2) At your option, select a document type and/or enter a 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.

The form includes a "Filename" field with a "Browse..." button. Below this is a "Type" dropdown menu and a "Description" text field. A list box contains the filename "R:\TRAINING\ECF\Docs_PDF\ECFdocs\Order.pdf". To the right of the list box are "Add to List" and "Remove from List" buttons. At the bottom left of the form is a "Next" button.

Figure 13a

- ◆ Click **[Next]** to continue.

STEP 14 Setting the Response Due Date and the Order Due deadlines.
(See Figure 14.)

The screenshot shows the ECF system interface for setting due dates. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the main content area is titled "File a Motion/Application:" and contains the case number "00-10122 Dale A. Daniels".

The form includes two date selection fields:

- Response Due Date: [] Calendar
- Order Due: [] Calendar

At the bottom of the form are "Next" and "Clear" buttons.

Figure 14

- ◆ Enter the date of the last day to object, which is in your notice in the Response Due Date.
- ◆ Enter the date for the Order Due, which is **7 days** from the last day to object date.
- ◆ Click **[Next]** to continue.

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

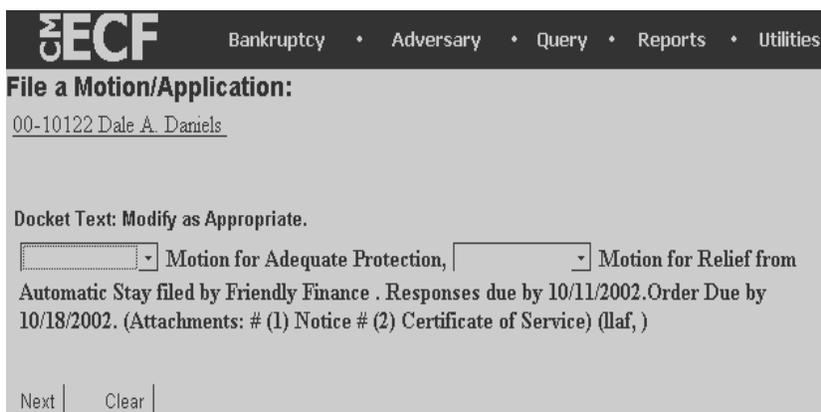


Figure 15

- ◆ If appropriate, choose a prefix such as *Ex Parte* from the **Prefix Text** pick list
- ◆ Click **[Next]** to continue.

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

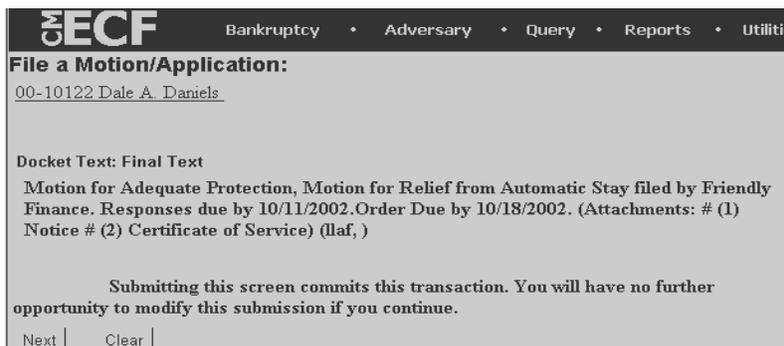


Figure 16

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

STEP 17 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

- ◆ (See Figure 17.)
Clicking on the case number hyperlink on the Notice of Electronic

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

[File a Motion: 00-10122 Dale A. Daniels](#)

Notice of Electronic Filing

The following transaction was received from Mason, Perry on 8/24/2000 at 2:13 PM CDT

Case Name: Dale A. Daniels
Case Number: [00-10122](#)
Document Number: [16](#)

Docket Text:
Motion for Adequate Protection, Motion for Relief from Stay Filed by Friendly Finance. (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Mason, Perry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:R:\TRAINING\ECF\PDFfiles/m_rfsty_adqprot.PDF
Electronic document Stamp:
KeyFile is not available for this court
Document description:Proposed Order Relief from Stay Adequate Protection
Original filename:R:\TRAINING\ECF\Docs_PDF\ECFdocs\Motion.PDF
Electronic document Stamp:
KeyFile is not available for this court

00-10122 Notice will be electronically mailed to:

Amy Brennam ebren@somewhere.com,
Ramona Haynes racehorsehaynes@email.mss.com,
Bruce Williams bwilk@email.msm.com,
Cornelius Appleby
Appleby, Crowne, Harris and Quirk
611 E. 21st Street
Columbia, MD 21046
Hardy Hansen
Hansen & Hansen
1234 Main St
San Antonio, TX 78209
Perry Mason
Mason & Associates
217 Woodlawn
Houston, TX 77229
Glenn D. West
West, Johnson, Smith and Jones
112 E. Chanook Street

Figure 17

Filing will present the docket report for this case.

- ◆ Clicking on the document number hyperlink will present the PDF image of the document just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ Scrolling down to the bottom of the Notice of Electronic Filing:
- ◆ Notice will be electronically mailed to:
 - Any party on the case who have registered their e-mail address with the court will be listed here with their current e-mail 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.
 - ◆ 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.
-