

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

- STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

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



Figure 2

- ◆ Click the [Objection/Response/Answer](#) hyperlink.

- STEP 3** The **Objection/Response/Answer** screen displays. (See Figure 3.)

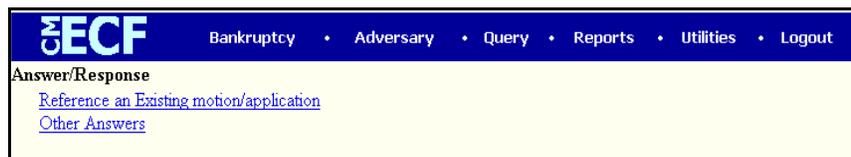
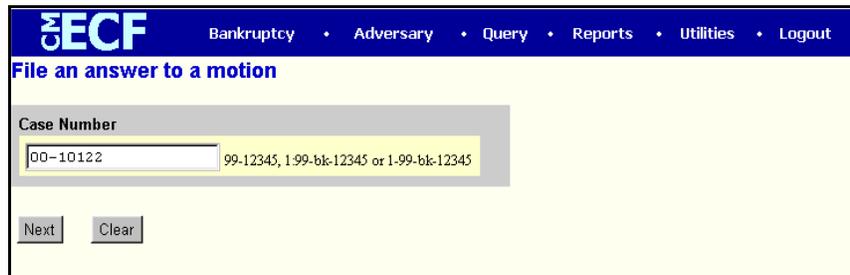


Figure 3

- ◆ Click the [Reference an existing motion/application](#) hyperlink.

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)



The screenshot shows the ECF web interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a blue header with the ECF logo and the text 'File an answer to a motion'. The main content area has a 'Case Number' label above a text input field containing '00-10122'. To the right of the input field is the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 4

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

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.

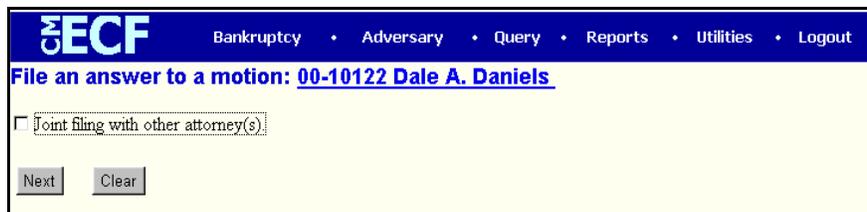


The screenshot shows the ECF web interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a blue header with the ECF logo and the text 'File an answer to a motion'. The main content area shows the case number '00-10122 Dale A. Daniels' as a link. Below this is a 'Document Type' pick list with 'Objection' selected. Below the pick list are two buttons: 'Next' and 'Clear'.

Figure 5

- ◆ (See Figure 5.)
- ◆ Click on the down arrow in the **Document Type** pick list.
- ◆ Your choices in the starter database are Objection, Reply or Response. Highlight *objection*.
- ◆ Click **[Next]**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)



The screenshot shows the ECF web interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a blue header with the ECF logo and the text 'File an answer to a motion: 00-10122 Dale A. Daniels'. The main content area has a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are two buttons: 'Next' and 'Clear'.

Figure 6

- ◆ This screen will only be used if another attorney is joining in this filing. No action is necessary.
- ◆ Click **[Next]**.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.

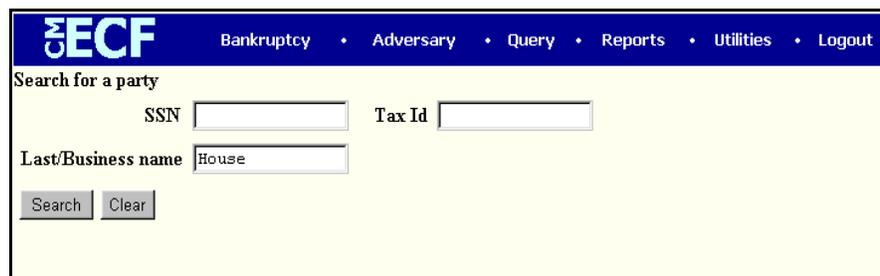


The screenshot shows the ECF interface for filing an answer to a motion. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File an answer to a motion:" followed by the case number "00-10122" and the name "Dale A. Daniels". Below this, the instruction "Select the Party:" is followed by a dropdown menu. The dropdown menu is open, showing a list of parties: "Chrysler Credit Corporation [cr:cr]", "Daniels, Dale A. [pty:db]", "Greentree Financial Corp. [cr:intp]", "Home Depot [cr:intp]", and "Mayfair, Julian [tr:tr]". To the right of the dropdown is a blue hyperlink "Add/Create New Party". At the bottom of the form are "Next" and "Clear" buttons.

Figure 7

- ◆ The party for whom you are filing the objection in this example is Household Finance.
- ◆ Since the party name (Household Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the Add/Create New Party hyperlink.

STEP 8 The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.



The screenshot shows the ECF interface for searching for a party. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Search for a party". Below this, there are three input fields: "SSN" with an empty text box, "Tax Id" with an empty text box, and "Last/Business name" with the text "House" entered. At the bottom of the form are "Search" and "Clear" buttons.

Figure 8

- ◆ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered House for Householders Finance.

- ◆ Click **[Search]** .

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householders Finance. (See Figure 9.)

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 search area 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 "House for Householders Finance". Below the input fields are two buttons: "Search" and "Clear". Underneath the search area, the results section is titled "Party search results" and displays the message "No person found." At the bottom of the results section, there is a button labeled "Create new party".

Figure 9

- ◆ Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)

The screenshot shows the ECF Party Information form. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form fields are as follows:

Last name	Householders Finance	First name			
Middle name		Generation		Title	
SSN	222-11-1234	Tax ID			
Office		Address 1			
Address 2		Address 3			
City		State		Zip	
County		Country			
Phone		Fax			
E-mail					
ProSe	no	Role	Creditor (cr:cr)		

Figure 10

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. Do not add address information.
- ◆ Since this party is represented by an attorney, do not change the pro se default value of No.
- ◆ Click to expand the Party Role list arrow ▼ and highlight Creditor (cr:cr).
- ◆ Click **[Submit]**.

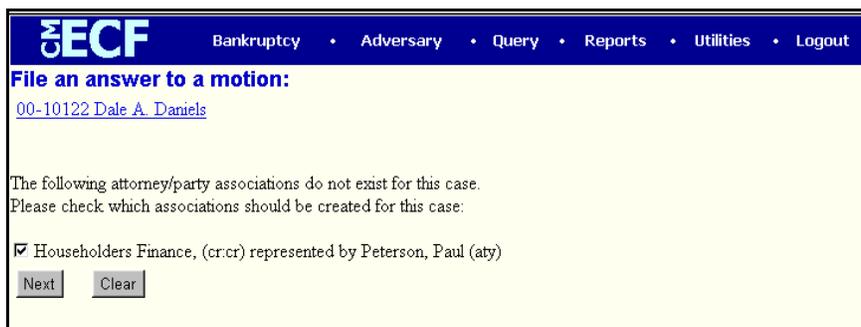
STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). (See Figure 11)

The screenshot shows the ECF Select the Party screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area displays the text "File an answer to a motion:" followed by a link "00-10122 Dale A. Daniels". Below this is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing a list of parties: "Householders Finance [cr:cr] (G333499.1)", "Chrysler Credit Corporation [cr:cr]", "Daniels, Dale A. [pty:db]", "Greentree Financial Corp. [cr:intp]", "Home Depot [cr:intp]", and "Mayfair, Julian [tr:tr]". To the right of the dropdown menu is a link "Add/Create New Party". At the bottom of the screen are "Next" and "Clear" buttons.

Figure 11

- ◆ Click **[Next]**.

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



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

File an answer to a motion:
[00-10122 Dale A. Daniels](#)

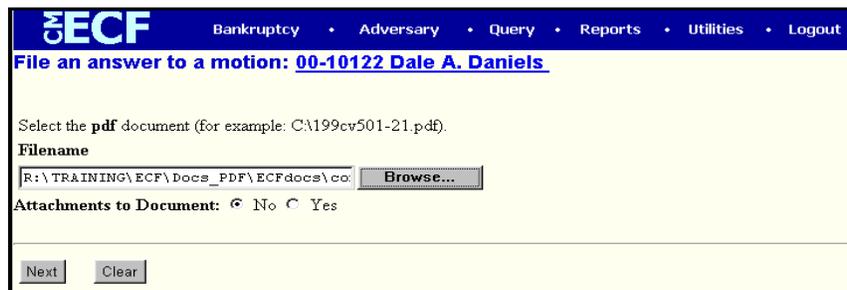
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Householders Finance, (cr:cr) represented by Peterson, Paul (aty)

Figure 12

- ◆ Since your party, Householders Finance, is new, this screen will establish you as counsel for them on this case. Paul Peterson is used as an example.
- ◆ Check the box and click **[Next]**.

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



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

File an answer to a motion: 00-10122 Dale A. Daniels

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

R:\TRAINING\ECF\Docs_PDF\ECFdocs\co...

Attachments to Document: No Yes

Figure 13

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ◆ Double-click the PDF file to select it.
- ◆ If you have a separate Certificate of Service for this objection, you would attach it now.
- ◆ Click **[Next]**.

STEP 14 Reference to Existing Motion Screen (See Figure 14.)

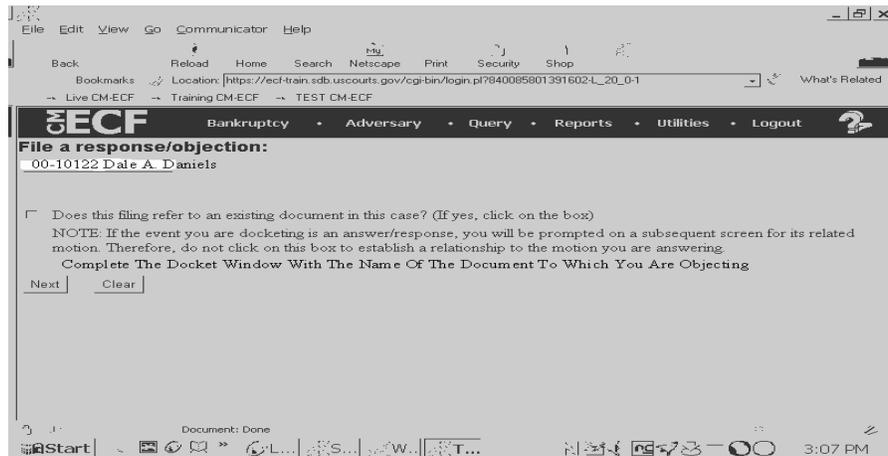


Figure 14

- ◆ Check the box next to **[Does this filing refer to an existing document in this case?]**
- ◆ A message will also display to remind you to copy the text of Motion so that the final docket text is complete and meaningful. **(See example at Figure 15b.)**
- ◆ Click **[Next]**.
- ◆ The category of documents screen. **(See Figure 14a.)**

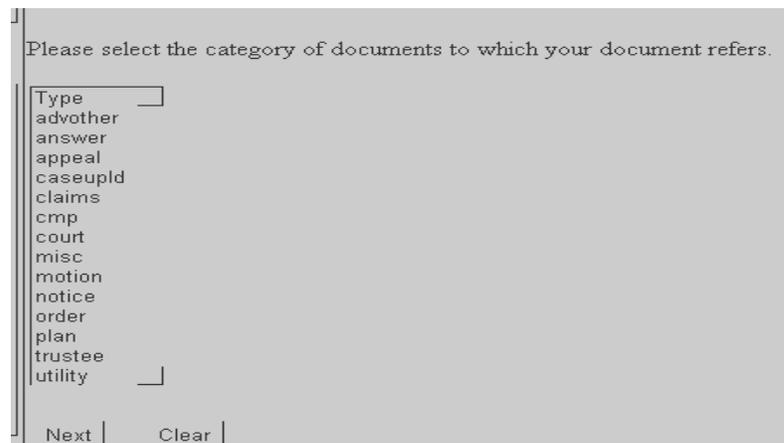


Figure 14a

- ◆ Select the motion category. If necessary, you may select more than one category of documents.
- ◆ Click **[Next]**.

STEP 15 The **PENDING MOTIONS** screen appears. (See **Figure 15.**)

SEC F Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File an answer to a motion: [00-10122 Dale A. Daniels](#)

Select the motion(s)/application(s) you wish to answer.

07/26/2000 [3](#) Motion to Avoid Lien with *Householders Finance* Filed by Paul Peterson (Stevens, Kate) (Entered: 07/31/2000)

07/31/2000 [4](#) Application to Employ, for sale of equipment, Hank Schroeder as Auctioneer Filed by Katita Stevens. (Stevens, Kate)

Next Clear

Figure 15

- ◆ Select the appropriate motion you wish to object to by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- ◆ In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
 - Using your mouse, highlight the text of the Motion to Avoid Lien. (See **Figure 15b.**)

11/10/2000 [11](#) Motion to Avoid Lien Filed by Paul Peterson on behalf of Dale A. Daniels (Stevens, Kate) (Entered: 01/15/2001)

Figure 15b

- From the browser **E**dit pull down menu, select **C**opy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text.
- This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.
- ◆ Click **[Next]**.

STEP 16 The **Satisfy Order Due** screen. (See Figure 16.)

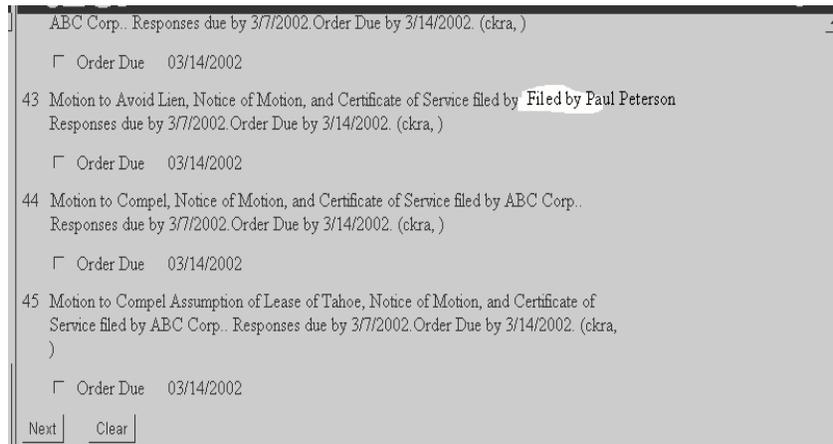


Figure 16

- ◆ Select the appropriate motion to which your objection refers and check the box by **[Order Due]**. In this case the document is number 43.
- ◆ Click **[Next]**.

STEP 17 The **MODIFY DOCKET TEXT** screen appears. (See Figure 17.)

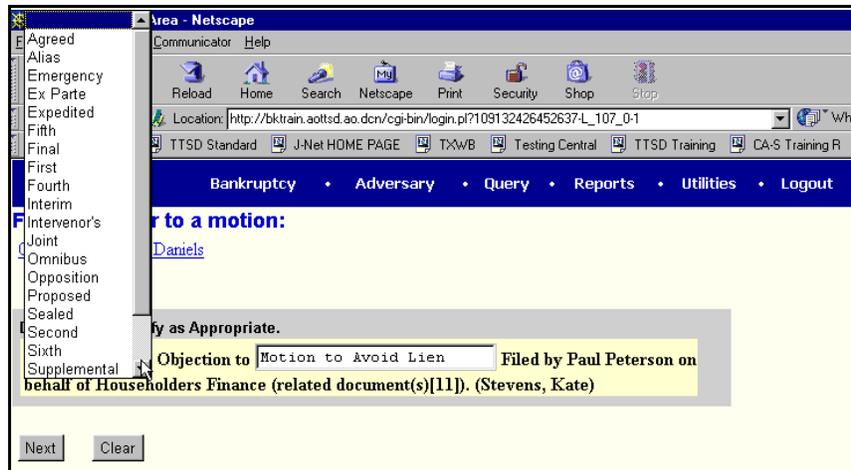


Figure 17

- ◆ These prefixes are optional. (See pop-up menu above.)
- ◆ Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 15, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.

- ◆ Click **[Next]**.

STEP 18 The **FINAL DOCKET TEXT** screen appears. (See Figure 18.)

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

File an answer to a motion:
[00-10122 Dale A. Daniels](#)

Docket Text: Final Text
Objection to *Motion to Avoid Lien with* Filed by Paul Peterson on behalf of Householders Finance (related document(s)[11]). (Peterson, Paul)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 18

- ◆ **Use caution on this screen and proof the contents of the entry carefully.**

NOTE: To abort or restart the transaction at any time, click the [Bankruptcy](#) hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 19)

Notice of Electronic Filing

The following transaction was received from Peterson, Paul on 1/15/2001 at 11:12 AM CST

Case Name: Dale A. Daniels
Case Number: [00-10122](#)
Document Number: [12](#)

Object Text:
Objection to *Motion to Avoid Lien with* Filed by Paul Peterson on behalf of Householders Finance (related document(s)[11]).
Peterson, Paul)

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

Document description:Main Document
Original filename:R:\TRAINING\ECF\Class Files\PDF Files\Chapter7_PDF\O_m_avdlien.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=978562065 [Date=1/15/2001] [FileNumber=2399-0] [1
cfe8e5c55e4ab222a5e0371f5f71ad8fcb397a4de87f1eff674dedd3f9178c71e6b
bf050e9e9acd6c9523b68b80f81b6a394d3b583ded0653c4dd08d72d8]]

00-10122 Notice will be electronically mailed to:

Hardy Hansen hansen@someplace.com,
Julian Mayfair stvensk@aottd.uscourts.gov,
Bruce Williams bwilke@email.msm.com,

00-10122 Notice will not be electronically mailed to:

Cornelius Appleby
Black, Thorndike and Appleby
1923 E. Walnut Street
Indianapolis, IN 46204

George W. Dershowitz
1231 E. Broadway, Ste. 911
New York, NY 02002

Paul Peterson
1414 E. 51st Street
New York, NY 02001

Figure 19

- ◆ Users should scroll down to view entire notice.
- ◆ Click the browser **[Print]** button to print a copy of this notice.
- ◆ You may also save the notice through the browser File/Save option.