

GUIDE TO FILING A MOTION OR A MULTI-PART MOTION

If you are not sure whether your motion is a multi-part motion or are not sure which event to use in CM/ECF, please call the Clerk's office prior to filing.

1. FILING A MOTION.

You will have already created and saved (in PDF format) your Motion, Notice, and Certificate of Service.

Bankruptcy
Motions/Applications
Enter Case Number
Click Next
Select the correct event
Click Next

NOTE: The following is an example of how to file a multi-part motion, i.e., *Motion for Use of Cash Collateral, in addition to Request for Preliminary Hearing*:

Bankruptcy
Motions/Applications
Enter Case Number
Click Next
Select the first event "Use Cash Collateral"
Scroll to the second event "Request for Preliminary Hearing"
Hold the Control ("Ctrl") key down, and select
Both relief parts are now listed in the "Selected Events" box to the right
Click Next

2. PARTY SELECTION.

If you are an attorney representing a creditor the following will apply. The PARTY SELECTION screen displays listing all of the parties currently included in the case.

If the party appears, highlight and click Next.

If the party DOES NOT appear, Add/Create New Party and click Next.

- ◆ Enter the party name in the Last/Business name field, i.e., Bob's Feed and Seed, and click Search.

The party 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 name and address for verification purposes only.

- ◆ If the party is found following the search, highlight the name, and click on Select Name from List to continue.

- ◆ If the search is unsuccessful, "No person found," click on the Create New Party button to add the party.

The Party Information screen displays.

- ◆ When you are representing the party, no address information is required
- ◆ **CHANGE THE PARTY ROLE TYPE**
Expand the Role Type selection pick list by clicking on the down arrow ▼ and select Creditor
- ◆ Click Submit
- ◆ The Select Party screen displays again
- ◆ The party just added will be highlighted
- ◆ Click Next
- ◆ If you are not yet associated to this party, check the box to associate yourself to the party and click Next.

3. PDF DOCUMENTS.

Browse and open the folder where you have saved your PDF documents. To ensure you have picked the correct PDF document, always "right-click and open" prior to selecting the PDF document.

If you have attachments to your motion, select yes for the *Attachments to Document* radio button, click Next, and attach the Notice and the Certificate of Service.

Click Next

4. DEADLINES.

The Objection Due Date and the Order Due deadline fields appear.

Note: if you are filing a motion that does not require a notice, leave these fields blank.

When attaching a notice, enter the date of the last day to object (*exactly as it reads in your notice - and also making sure the date is not a weekend or a holiday*) in the Objection Due Date field. The Order Due field is automatically set.

Click Next

5. DOCKET TEXT.

Modify as appropriate screen displays. If this is a multi-part motion, you will get the opportunity to click on the down arrow and select either "in addition to" or "in the alternative."

Click Next

6. FINAL TEXT.

The Docket Text: Final Text screen displays.

Proof this screen carefully! If any part of the docket text is incorrect, click the browser Back button to return to the screen you need to correct. Then process the screens again with the respective Next or Submit buttons. If the docket text is correct, click Next. The Notice of Electronic Filing screen appears.

7. E-MAIL PROPOSED ORDER.

E-mail the proposed order to **proposed_orders@sdb.uscourts.gov** in Word or WordPerfect format.