

GUIDE TO FILING A MOTION TO REDUCE NOTICE

Review Practice Pointers and the Bankruptcy Update of November 21, 2007 prior to preparing and filing a Motion to Reduce Notice. The process is:

- ▶ File your "main" Motion.
- ▶ File your Motion to Reduce Notice and a Certificate of Service (parties in interest only).
- ▶ The Court will enter an Order.
- ▶ Service. If granted, prepare and file a Certificate of Service stating you served the "main" Motion and the Order Reducing the Notice on the required parties (all creditors and/or parties in interest).

FILING A MOTION AND A MOTION TO REDUCE NOTICE.

1. File the "main" Motion (i.e., Motion to Dismiss Case) first by going to:
Bankruptcy
Motions/Applications
Case Number
Select the motion event (i.e., "Dismiss Case")
Party selection
Browse for your PDF document - Motion to Dismiss Case

Do not attach a notice and do not attach a Certificate of Service.

Leave the Objections Due Date and Order Due Date fields blank.
2. File the Motion to Reduce Notice and Certificate of Service by going to:

Bankruptcy
Motions/Applications
Case Number
Select the motion event - Reduced Notice (DO NOT USE re motion to use cash collateral or to obtain credit)
Party selection
Browse for your PDF document - Motion to Reduce Notice
Attach your Certificate of Service (parties in interest only)
Refer to existing event(s)? Yes
Select the category to which your event relates, select motion, click Next
Link to the "main" Motion (i.e., Motion to Dismiss Case), click Next
3. Chambers will review the Motion to Reduce Notice and prepare an order.
4. The Clerk's office will enter the order. If it is granted, the order will include deadline(s) for filing documents or setting a hearing.

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Dated: February 12, 2010

5. The Clerk's office will call your office to let you know that the order has been entered and is ready to be served.
6. Serve the "main" Motion (i.e., Motion to Dismiss Case) **AND** the Order Reducing the Notice on the required parties as set out in the order (i.e., all creditors and/or parties in interest).
7. Prepare and file a Certificate of Service and link to the "main" Motion (i.e., Motion to Dismiss Case) **AND** to the Order Reducing the Notice.

SAMPLE DOCKET TEXT.

- 08/21/2009 **11** Motion to Dismiss Case filed by First National Bank. (Attorney, John A.) (Entered: 08/21/2009)
- 08/21/2009 **12** Motion to Reduce Notice (related document(s) **11** Motion to Dismiss Case) filed by First National Bank (Attachments: #1 Certificate of Service) (Attorney, John A.) (Entered: 08/21/2009)
- 08/21/2009 **13** Order Reducing Notice and Setting Deadlines on First National Bank's (related document(s) **11** Motion to Dismiss Case filed by First National Bank). Responses due by 08/28/2009 at 12:00 noon. (ckram) (Entered: 08/21/2009)
- 08/21/2009 **14** Certificate of Service (related document(s) **11** Motion to Dismiss Case, **13** Order on Motion to Reduce Notice) filed by First National Bank (Attorney, John A.) (Entered: 08/21/2009)