

GUIDE TO FILING OBJECTIONS TO MOTIONS

The following describes the filing of an Objection (or a response) to a motion or application. You will have already created and saved (in .pdf format) your Objection and Certificate of Service.

1. FILING.

Bankruptcy
Objection/Response/Answer
Reference an Existing Document
Enter Case Number
Click Next.

Click on the down arrow
Choose either objection or response
Click Next.

2. PARTY SELECTION.

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.

1. Enter the party name in the Last/Business name field, i.e., Wells Fargo, 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**.

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- ◆ 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.

Select the PDF document for the Objection. You may have the Certificate of Service as part of the Objection or as an attachment to your Objection. If attaching, Select **yes** for the **Attachments to Document** radio button. Click Next. Attach the Certificate of Service and click Next.

4. REFERENCE TO AN EXISTING DOCUMENT.

Select the box "Refer to Existing Event(s)" and click Next.
Select the category to which your event relates, i.e., motion.
Pick the category from the pick list or highlight all.
Click Next.

Select the appropriate document you are objecting to by checking the box.
Click Next.

5. DOCKET TEXT: Modify as Appropriate screen displays.

There are prefixes (i.e., Amended, Supplemental) available if required. See the drop down box. If no prefix is necessary, leave blank.
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.