GUIDE TO FILING A MOTION OR A MULTI-PART MOTION

If you need assistance determining which event(s) to use, please call the Clerk's office prior to filing.

1.   **FILING A MOTION.**

You will have already created your motion, notice, and certificate of service and saved to PDF format.

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

Note: Following is an example of how to file a multi-part motion, i.e., Motion for Adequate Protection or, in the alternative, Motion for Relief from Automatic Stay:

Bankruptcy
Motions/Applications
Enter Case Number
Click Next
Select the first event "Adequate Protection," which will populate to the **Selected Events** box to the right.
Scroll to the second event "Relief from Automatic Stay (fee required)."
 • Hold the control ("Ctrl") key down and select the event.
 • Both events should now be listed in the **Selected Events** box to the right.
Click Next

2.   **PARTY SELECTION.**

The party selection screen displays listing all of the parties currently included in the case.

If the party filer **DOES** appear, select the party and click Next.

If the party **DOES NOT** appear, select **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 name will display a window showing the party's name and address for verification purposes only.

- If the party appears in the "Party search results" window, select the name, and click on **Select name from list** to continue.

- If the search is unsuccessful, "No person found," click on **Create new party** to add the party.

- The "Party Information" screen displays.

- Add the name of the party filer - no address information is required.

- Change the party **Role**.
  Expand the Role selection pick list by clicking on the down arrow ▼ and select "Creditor."

- Click Submit.

- The party selection screen displays again.

- The party just added will be highlighted.

- Click Next.

If you are not yet associated to this party in CM/ECF, the party association screen will appear creating an association between yourself and the party. Click Next.

3.   **PDF DOCUMENTS.**

Click **Browse** and navigate to the directory where you saved the motion PDF file.

- To make certain you are selecting the correct PDF for this entry, right click on the file name and select **Open**. This will launch Adobe Acrobat Reader to display the document. Verify it is the correct document to be attached, i.e., the motion.

- Close or minimize Adobe Acrobat Reader and select **Open**.

Select the **Yes** radio button immediately following **Attachments to Document:**, click Next, and attach the notice and the certificate of service. Click Next.

4.   **DEADLINES.**

The "Objections due" and the "Order due" deadline fields appear.

Enter the last date to object as it appears in the notice in the "Objections due" field. The "Order due" field automatically populates. Click Next.

5.   **DOCKET TEXT.**

The "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 "and" or "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.