

ELECTRONIC FILING GUIDE

Motion to Reduce Notice

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Revised: January 5, 2018

FILING A MOTION TO REDUCE NOTICE.

Review the Practice Pointers and Bankr. D.S.D. R. 2002-1A prior to preparing and filing a Motion to Reduce Notice. The process is:

- File your "main" motion (no notice or service).
- File your Motion to Reduce Notice and a Certificate of Service (serve parties in interest not receiving electronic notice).
- 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 Notice on the required parties as set forth in the order.

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 the PDF document (i.e., Motion to Dismiss Case)

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

Leave the "Objections due" and "Order due" 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 (Shortened Notice) (DO NOT USE re motion to use cash collateral or to obtain credit)"
Party selection
Browse for the Motion to Reduce Notice PDF
Attach the Certificate of Service
Refer to existing event(s)? Select the check box.
Select the event category "motion" and click Next
Select the "main" motion (i.e., Motion to Dismiss Case) and 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 the Motion to Reduce Notice is granted, the order will include deadline(s) for filing documents or setting a hearing.

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5. The Clerk's office will call your office to let you know 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 Notice on the required parties as set forth in the order.
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 Notice.

SAMPLE DOCKET TEXT.

- 01/04/2018 11 Motion to Dismiss Case filed by First National Bank. (Attorney, John A.) (Entered: 01/04/2018).
- 01/04/2018 12 Motion to Reduce Notice (related document(s) 11 Motion to Dismiss Case) filed by First National Bank (Attachment: #1 Certificate of Service) (Attorney, John A.) (Entered: 01/04/2018).
- 01/04/2018 13 Order Reducing Notice and Setting Deadlines on First National Bank's (related document(s) 11 Motion to Dismiss). Responses due by 01/12/2018 at 12:00 noon. Order due 01/12/2018. (ckram) (Entered: 01/04/2018).
- 01/04/2018 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: 01/04/2018).