

Multi-Part Motions

For Attorneys

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection with an attached Proposed Order.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



Figure 2

- Click the [Motions/Applications](#) hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the 'File a Motion' section. A 'Case Number' label is positioned above a text input field. The input field contains '00-10122' and is highlighted with a yellow border. To the right of the input field, there is a grey box containing the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- Enter the case number, including the hyphen.
- Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

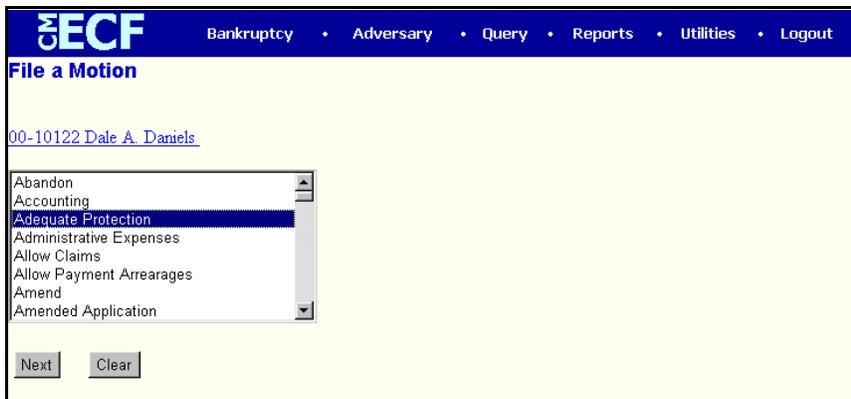
The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the 'File a Motion' section. A link for '00-10122 Dale A. Daniels' is visible. Below the link is a dropdown menu with the following options: Abandon, Accounting, Adequate Protection (highlighted in blue), Administrative Expenses, Allow Claims, Allow Payment Arrearages, Amend, and Amended Application. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 4

- Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.
- Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)

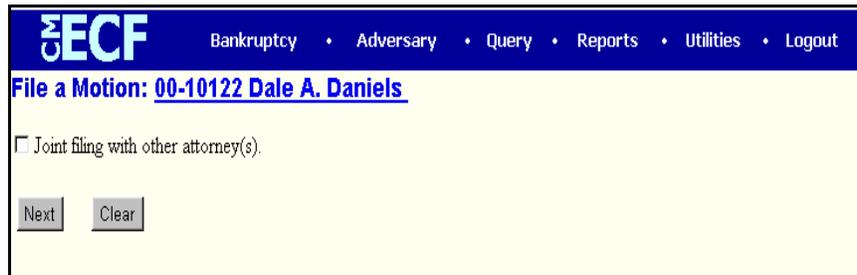


Figure 5

- This screen is only used if another attorney is joining in a filing, do not check this box.

If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

- Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)

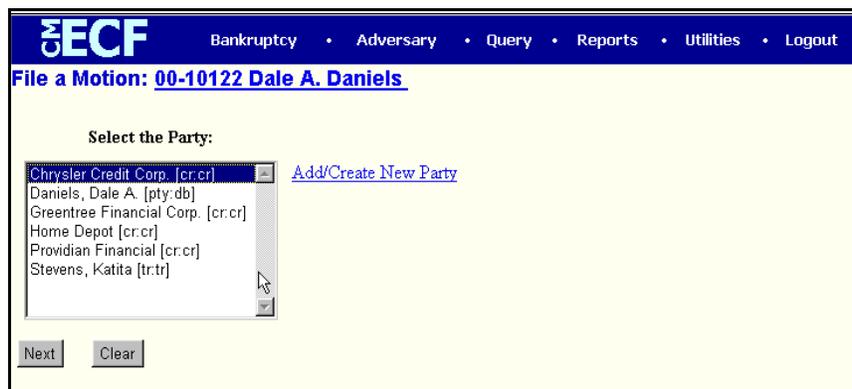


Figure 6

- Since the party, Friendly Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.
- Click **[Next]** to continue.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

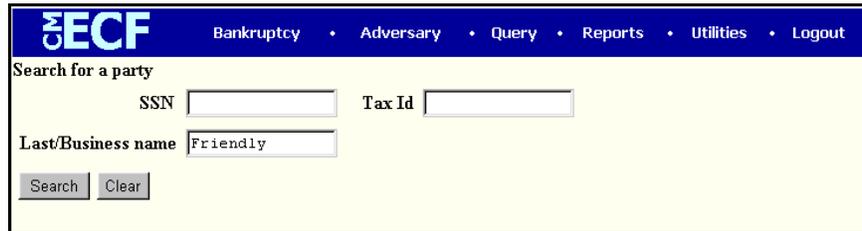


Figure 7

- Enter the first part of the business name and click **[Search]**.

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8.)

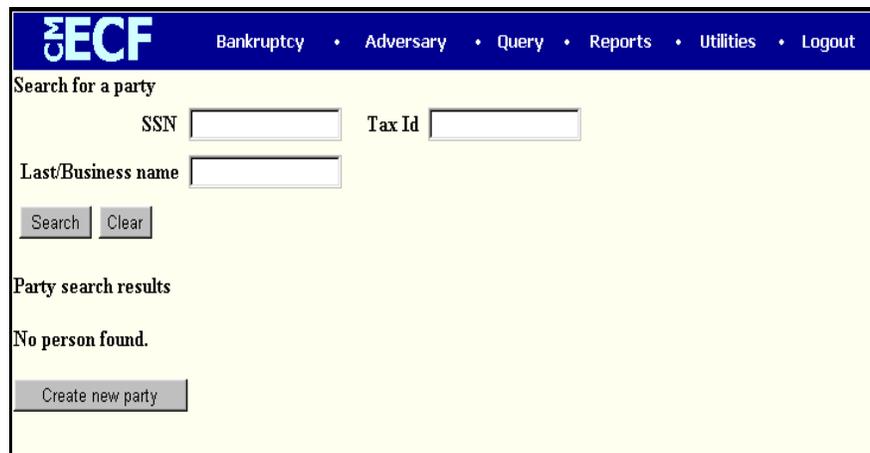
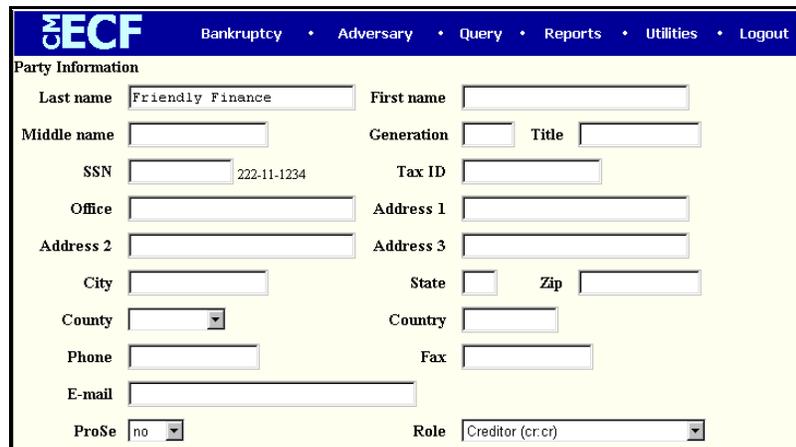


Figure 8

- Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click **[Create New Party]**.

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

The screenshot shows the ECF Party Information form. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form fields are as follows:

Last name	Friendly Finance	First name	
Middle name		Generation	
SSN	222-11-1234	Tax ID	
Office		Address 1	
Address 2		Address 3	
City		State	
County		Zip	
Country		Country	
Phone		Fax	
E-mail			
ProSe	no	Role	Creditor (cr.cr)

Figure 9

- Enter creditor **Name** information in the appropriate boxes, according to court policy.
- Leave **pro se** as **no**.
- Expand the **Role Type** selection pick list by clicking on the down arrow — and select Creditor.
- Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- Click [**Submit**].

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

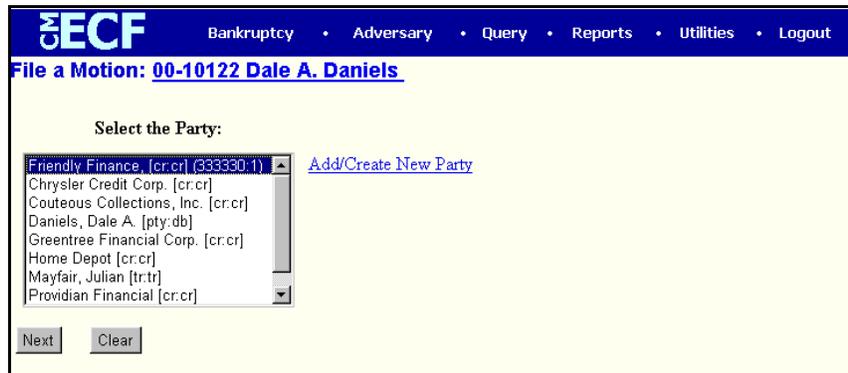


Figure 10

- The new creditor's name, Friendly Finance, is highlighted.
- Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)

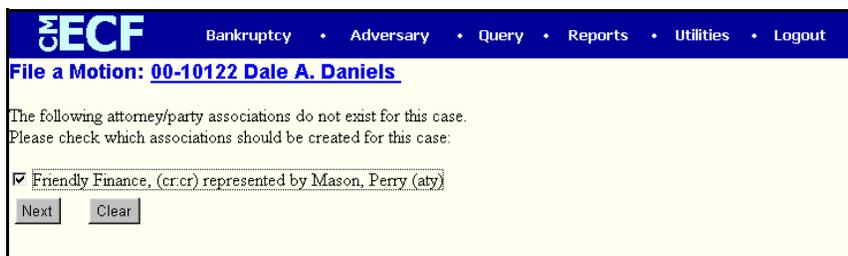


Figure 11

- Click the box to establish the association between you and Friendly Finance.
- Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12.)

Figure 12a

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

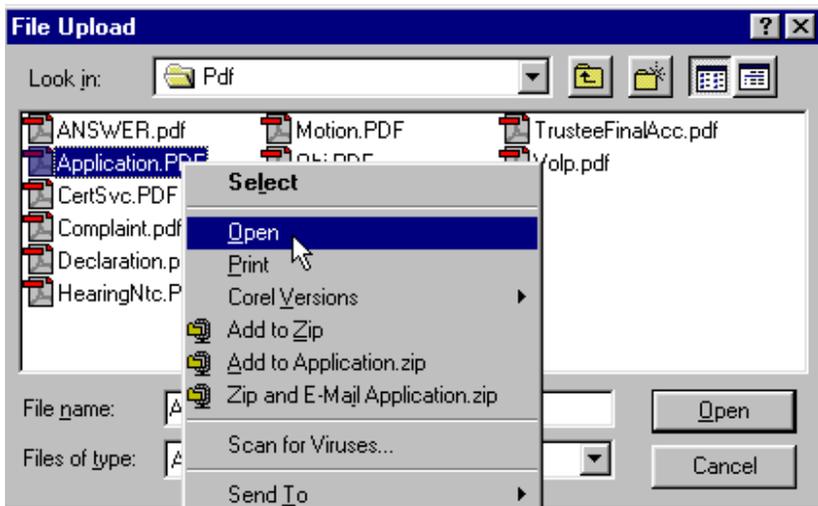


Figure 12b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

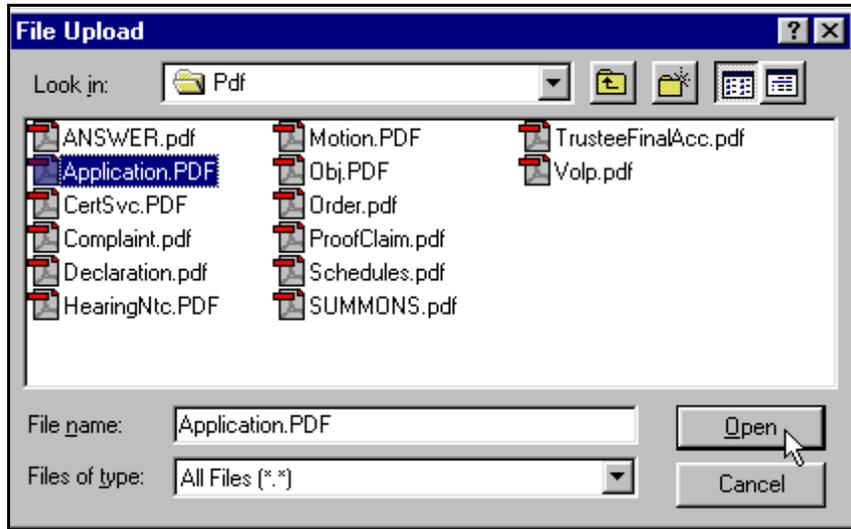


Figure 12c

- To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the proposed order to the motion. This exercise will show the process of an attached proposed order.
- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the proposed order.
- Click **[Next]**.

STEP 13 When you click the **yes** radio button, the **ATTACHMENT** screen displays. (See Figure 13a.)

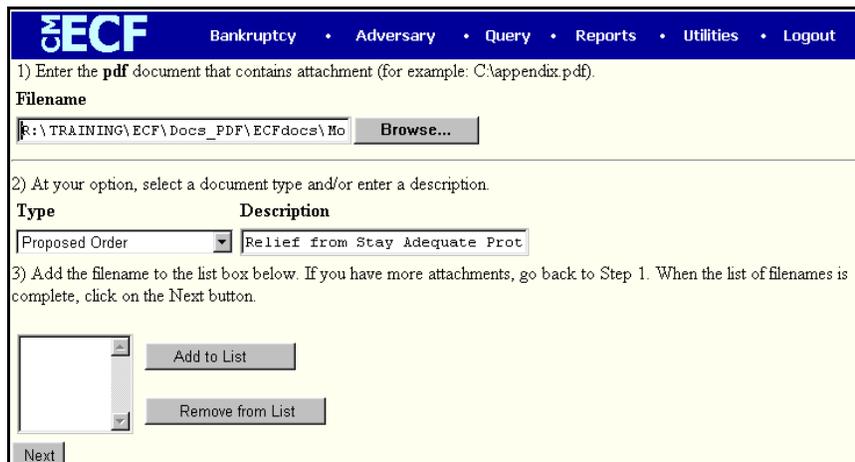


Figure 13a

- Please note that the PDF file of the motion is not an **attachment**. An **attachment** is another supporting document, such as supporting affidavits, exhibits, etc. which are defined by each court.
- An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- Click **[Browse]**, then navigate to the directory where the appropriate PDF file for the proposed order is located.
- Double-click the PDF file to select it.
- Highlight **Proposed Order** in the **Type** pick list.
- Enter detail concerning the attachment in the **Description Box**. Follow your local court procedures for use of the **Description Box**.
- Click **[Add to List]** and the path and file name are added to the **List box**. (See Figure 13b.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion: 00-10122 Dale A. Daniels

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

R:\TRAINING\ECF\Docs_PDF\ECFdocs\Motion.PDF

Figure 13b

- Click **[Next]**.

STEP 14 The **MODIFY DOCKET TEXT** screen appears. (See Figure 14.)

Figure 14

- If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- Click **[Next]** to continue.

STEP 15 The **FINAL TEXT EDITING** screen displays. (See Figure 15.)

Figure 15

- Carefully verify the final docket text. This is your last chance to change this entry before addition to the case.
- If correct, click **[Next]**
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.

- To abort or restart the transaction, click the [Bankruptcy](#) hyperlink on the **Menu Bar**.

STEP 16 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See **Figure 16**.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text reads "File a Motion: [00-10122 Dale A. Daniels](#)".

The main content area displays the following information:

Notice of Electronic Filing

The following transaction was received from Mason, Perry on 8/24/2000 at 2:13 PM CDT

Case Name: Dale A. Daniels
Case Number: [00-10122](#)
Document Number: [16](#)

Docket Text:
Motion for Adequate Protection, Motion for Relief from Stay Filed by Friendly Finance. (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Mason, Perry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:R:\TRAINING\ECF\PDFfiles/m_rfsty_adqprot.PDF
Electronic document Stamp:
KeyFile is not available for this court

Document description:Proposed Order Relief from Stay Adequate Protection
Original filename:R:\TRAINING\ECF\Docs_PDF\ECF docs\Motion.PDF
Electronic document Stamp:
KeyFile is not available for this court

00-10122 Notice will be electronically mailed to:

Amy Brennam ebren@somewhere.com,
Ramona Haynes racehorsehaynes@email.mss.com,
Bruce Williams bwilks@email.msm.com,

00-10122 Notice will not be electronically mailed to:

Cornelius Appleby
Appleby, Crowne, Harris and Quirk
611 E. 21st Street
Columbia, MD 21046

Hardy Hansen
Hansen & Hansen
1234 Main St
San Antonio, TX 78209

Perry Mason
Mason & Associates
217 Woodlawn
Houston, TX 77229

Glenn D. West
West, Johnson, Smith and Jones
112 E. Chanook Street

Figure 16

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

- Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- To print a copy of this receipt click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Document description: First *attached* document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.