Objection to Motion

This lesson explains how to file an objection (or a response) to a motion or application. The lesson example is an objection to a Motion for Relief from Stay and Abandonment.

Step 1 Click the Bankruptcy link on the CM/ECF Main Menu. (See Figure 1)

Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)

Figure 2

- Click the Answer/Response link.

Step 3 The **Answer/Response** screen displays. (See Figure 3)

Figure 3

- Click the Reference an Existing Document link.

Step 4 The **Case Number** screen displays. (See Figure 4)

Figure 4

- Enter the case number, including the hyphen and click **Next** to continue.

Step 5 The **Available Events** screen displays. (See Figure 5)

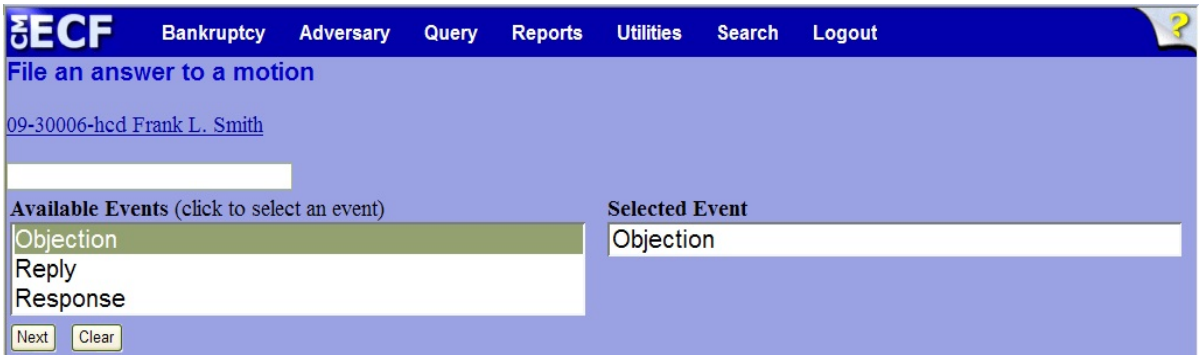

Figure 5

- Select the appropriate event from the list, which will place the event in the **Selected Events** box on the right of the screen.
- When the event is chosen and in the **Selected Events** box, click **Next** to continue.

Step 6 The **Joint filing with other attorney(s)** screen displays. (See Figure 6)

Figure 6

- If this filing is a joint with another attorney from your office, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 7 The **Party Selection** screen appears. (See Figure 7)

Figure 7

- Highlight the party filer and click **Next** to continue.

NOTE: If the party name is not appearing in the selection box, add them by clicking the Add/Create New Party link.

Step 8 The **Attorney/Party Association** screen may appear. (See Figure 8)

Figure 8

- Read this screen carefully and make the attorney/party association if appropriate by putting a checkmark in the box provided. CM/ECF will now associate you as the attorney for that party.

- Click **Next** to continue.

Step 9 The **PDF Document Selection** screen will then display. (See Figure 9a)

Figure 9a

- Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.

  - 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 9b)

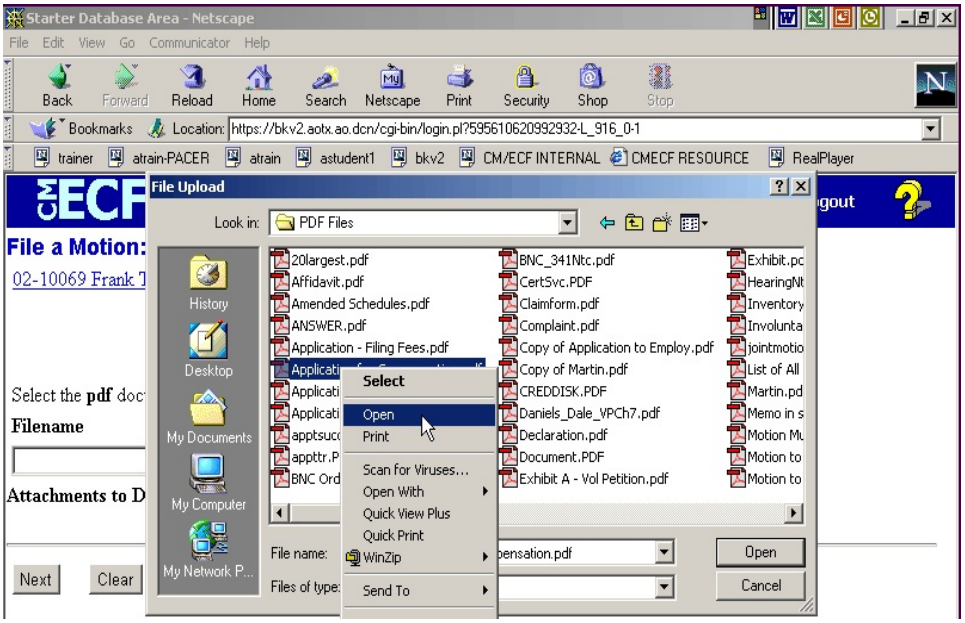

Figure 9b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 9c)

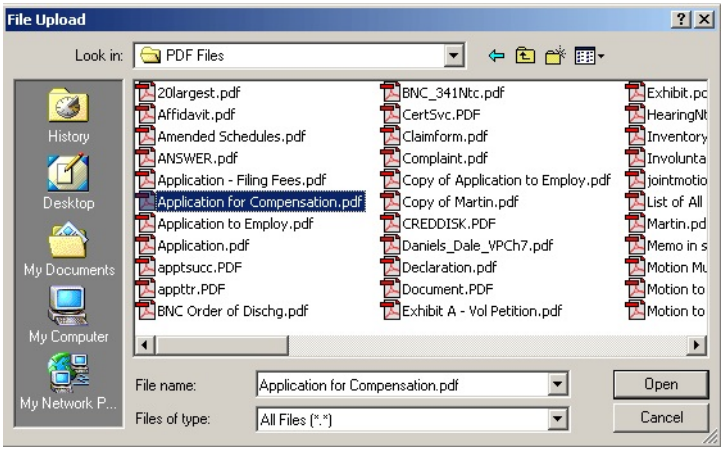

Figure 9c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 9d)

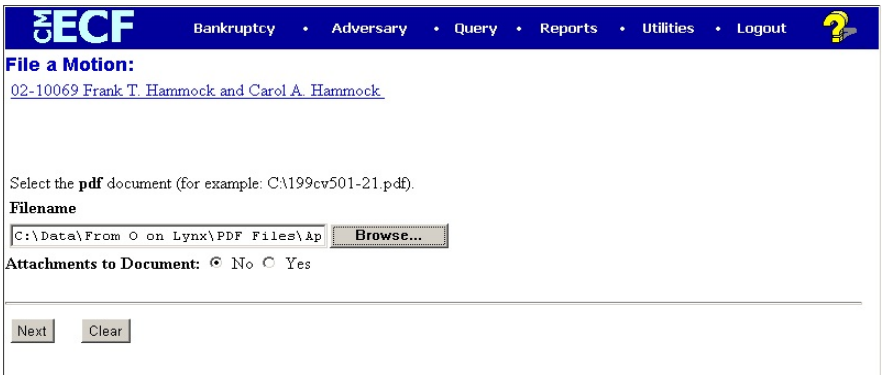

Figure 9d

- Click **Next** to continue.

Step 10 The **Category Selection** screen appears. (See Figure 10)

Figure 10

- Select the category that contains the motion to which you are objecting.
  - To display all documents for selection, highlight the entire category box.
- Selection may be narrowed by inserting a **Filed** date range or a **Document** range.
- Click **Next** to continue.

Step 11 The **Document Selection** screen appears. (See Figure 11)

Figure 11

- Place a checkmark in the box next to the motion to which you are objecting and click **Next** to continue.

Step 12 A series of questions will be presented. (See Figure 12)

Figure 12

- Select either **Yes** or **No** to answer each of these questions and click **Next** to continue.

Step 13 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 13)

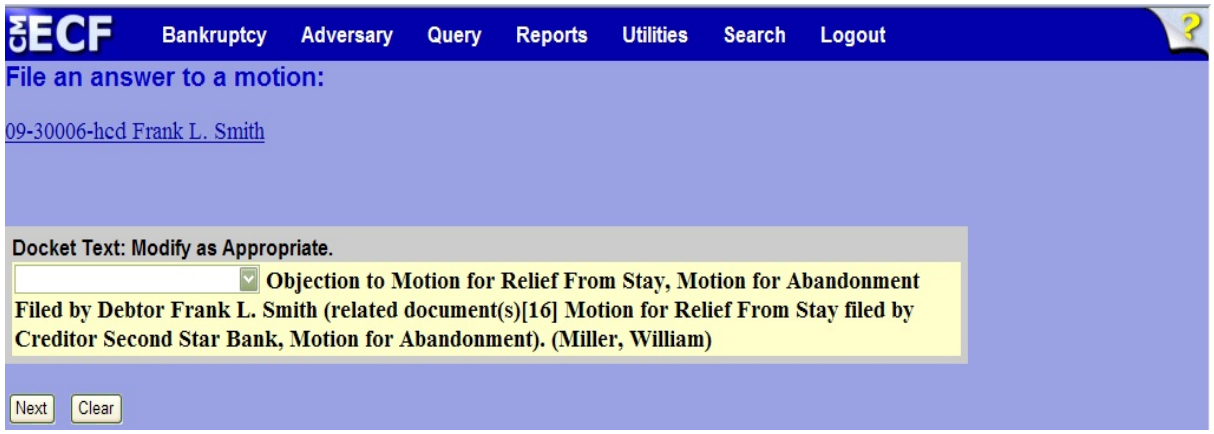

Figure 13

- If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list. Click **Next** to continue.

Step 14 The **Docket Text: Final Text** screen displays. (See Figure 14)

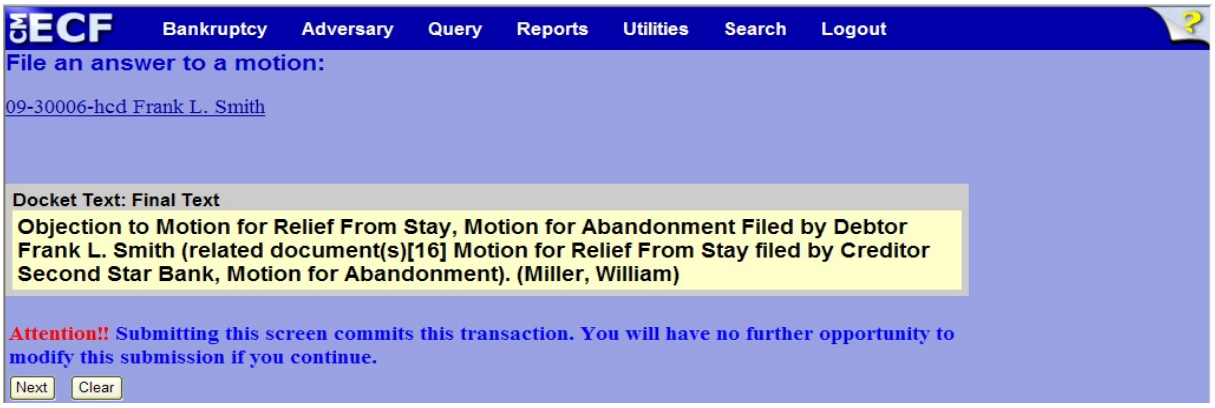

Figure 14

- Carefully verify the final docket text. This is your last chance to change this entry before filing. 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 **Main Menu Bar**.

Step 15 The **Notice of Electronic Filing screen** displays.

- This screen can be either saved or printed.