Single-Part Motions and Applications

This lesson shows the steps to file a single-part motion in the CM/ECF system. This example demonstrates the filing of a Motion to Avoid Lien filed by a debtor. The same process can be applied to filing other types of single-part motions and applications. See also: *Multi-Part Motions* for guidance on filing a document with more than one relief (i.e. motion for relief from stay and for abandonment of property).

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 Motions/Applications link.

Step 3 The **File a Motion** screen display. (See Figure 3)

Figure 3

- Enter the case number in yy-nnnnn format and click **Next** or press the [Enter] key on your keyboard to continue.

Step 4 The **Available Events** screen is displayed. (See figure 4)

Figure 4

- To locate the relief, either scroll down the selection box or start typing the relief in the box above **Available Events**. In this example, start typing "avoid lien" until the relief is displayed in the **Available Events** list.

- When the relief is located, highlight it, which will place the relief in the **Selected Events** on the right of the screen.

- When the correct relief is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Joint filing with other attorney(s)** screen will display. (See figure 5)

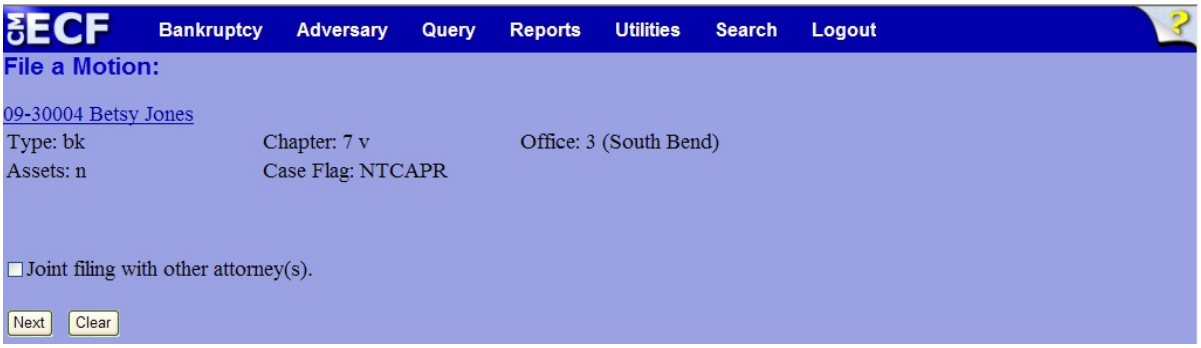

Figure 5

- This screen is used only if another attorney is joining in the filing. If you are the only trustee/attorney filing this application, skip this screen by clicking **Next**.

Step 6 The **Select the Party:** screen will display. (See Figure 6)

Figure 6

- Locate and select the appropriate filer. In this example, select the debtor and click **Next** to continue.

Step 7 The **Joint Filing with other attorney** screen appears. (See Figure 7)

Figure 7

- If this is a joint filing 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 8 The **PDF Document Selection** screen displays. (See Figure 8a)

Figure 8a

- Click on the **Browse** button then navigate to the directory where the appropriate 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 8b)

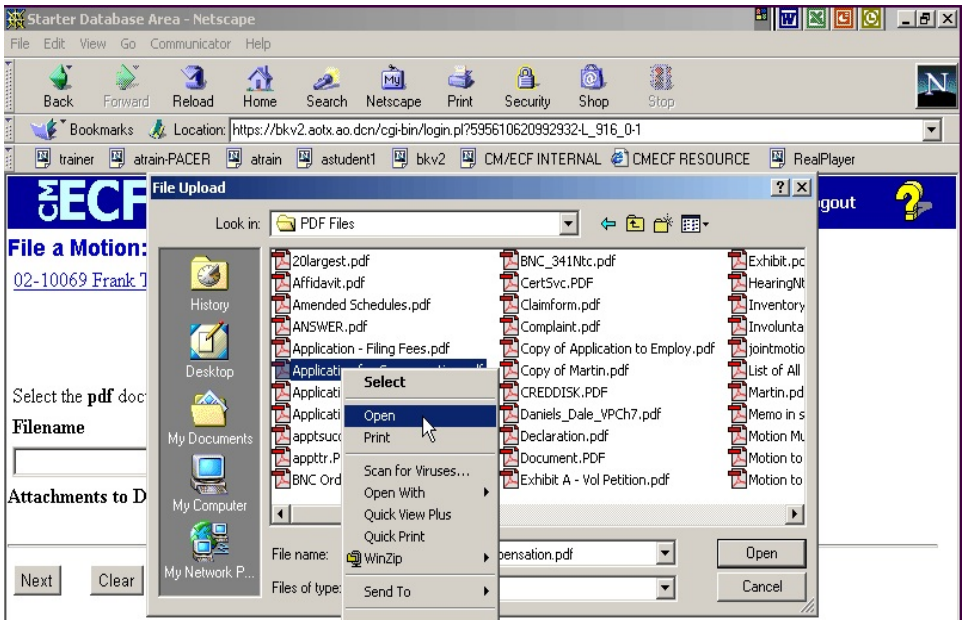

Figure 8b

- This will launch the Adobe Acrobat which will display the PDF document. Verify that the document is correct.

- If that is the correct file, click **Open** on the File Upload dialogue box or double-click the file name. (See figure 8c)

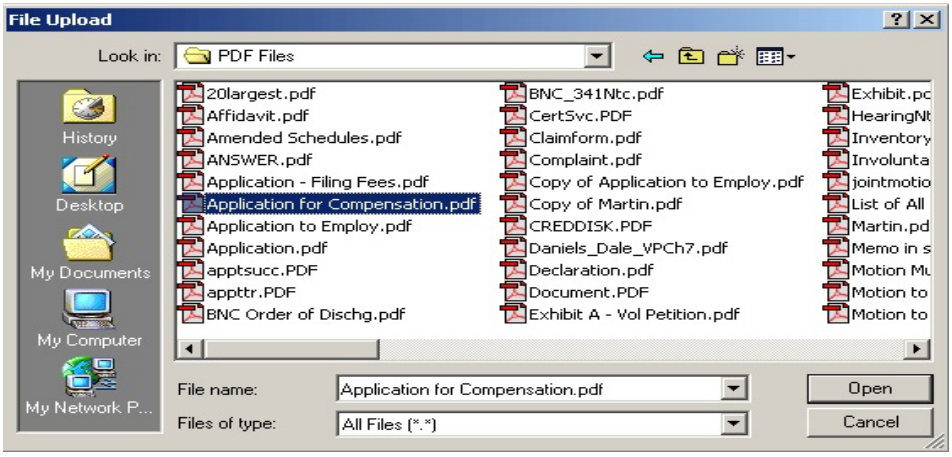

Figure 8c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 8d)

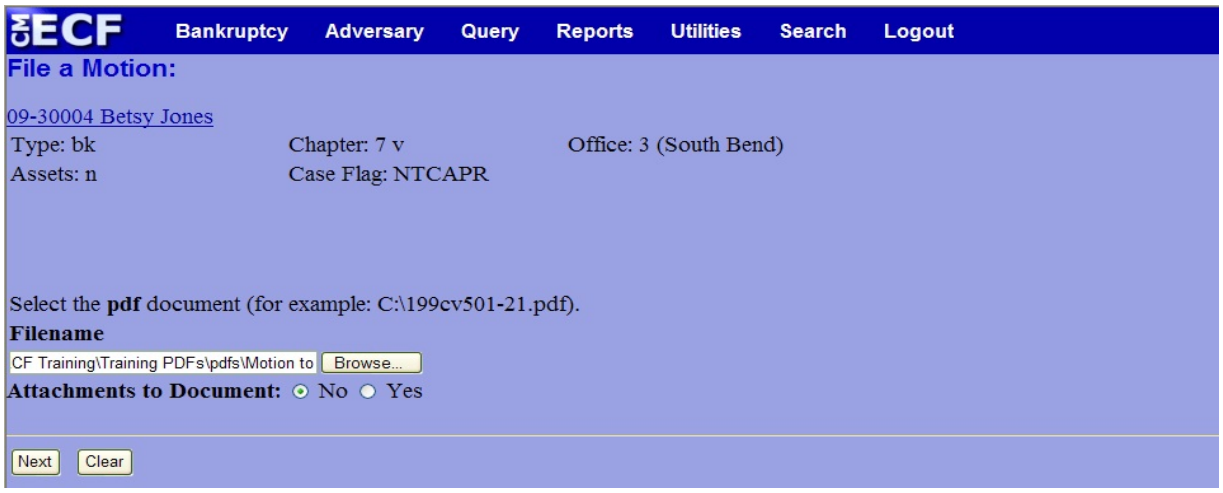

Figure 8d

◆ Click **Next** to continue.

Step 9 The **Enter Creditor Name** screen displays. (See Figure 9)

Figure 9

◆ Enter the name of the creditor and click **Next** to continue.

Step 10 The **Docket Text: Modify as Appropriate** screen will display. (See Figure 10)

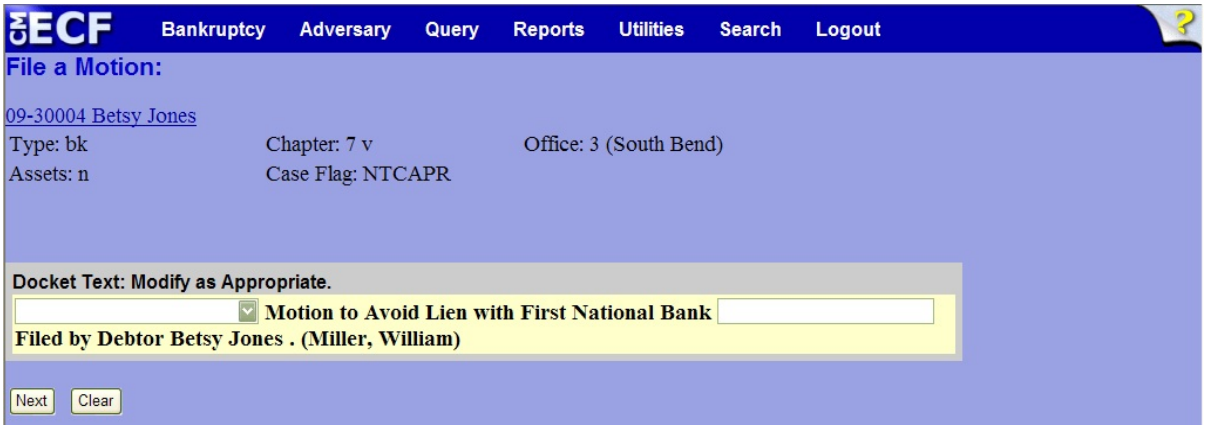

Figure 10

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

Step 11 The **Docket Text: Final Text** screen will appear. (See figure 11)

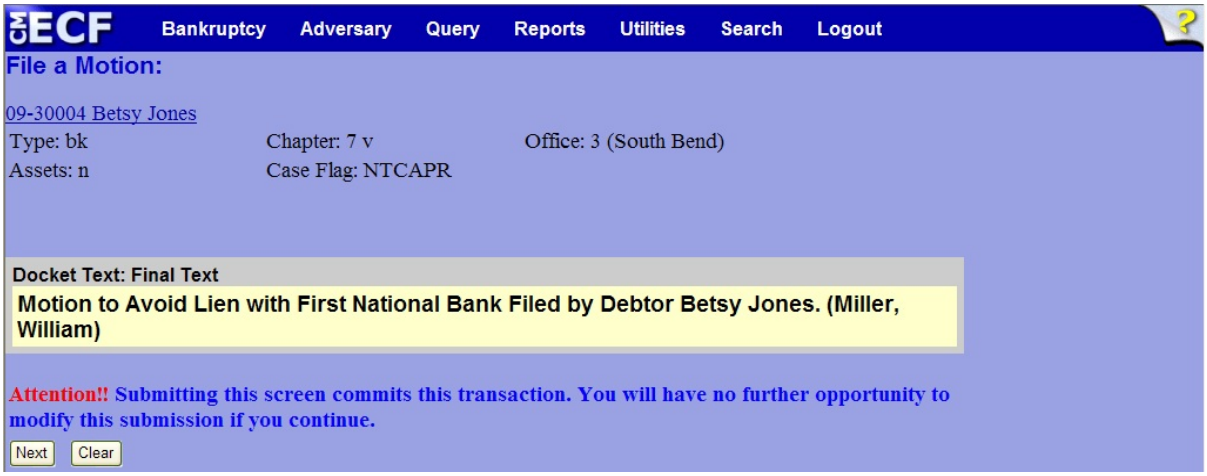

Figure 11

- 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 12 The **Notice of Electronic Filing screen** displays.

- This screen can be either saved or printed.