

Motion to Impose Automatic Stay

The following instructions describe how to properly file a Motion to Impose Automatic Stay. (Note: This instruction does not cover the filing of a Motion to Continue Automatic Stay. See separate instructions titled as such.)

Step 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu (Figure 1).



Figure 1

Step 2 Click the **Motions/Application** hyperlink on the **BANKRUPTCY EVENTS** screen (Figure 2).



Figure 2

Step 3 The **Case Number** screen displays (Figure 3).

The screenshot shows the ECF Case Number screen. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion". The main content area has a light blue background. A "Case Number" label is positioned above a text input field containing "07-30001". To the right of the input field, there is a hint text: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

Figure 3

- ◆ Enter the appropriate case number and click **Next** to continue.

Step 4 The **File a Motion** screen appears (Figure 4).

The screenshot shows the ECF File a Motion screen. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion". The main content area has a light blue background. The case information is displayed: "07-30001 Patricia A. Martin", "Type: bk", "Chapter: 7 v", "Office: 3 (South Bend)", and "Assets: n". Below the case information, there is a dropdown menu with the following options: "File Tax Returns", "Final Decree", "Hardship Discharge", "Impose Automatic Stay" (which is highlighted), "In forma pauperis", "Incur Debt", "Joint Administration", and "Leave to Appeal". Below the dropdown menu, there are two buttons: "Next" and "Clear".

Figure 4

- ◆ Select **Impose Automatic Stay** and click **Next** to continue.

Step 5 The attorney **Joint Filing** screen will display (Figure 5).



The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a light blue header area with the text "File a Motion:". The main content area is white and contains the following information: Case number "07-30001 Patricia A. Martin" with a link; "Type: bk", "Chapter: 7 v", and "Office: 3 (South Bend)"; "Assets: n"; and a checkbox labeled "Joint filing with other attorney(s)". At the bottom are "Next" and "Clear" buttons.

Figure 5

- ◆ Insert a ✓ in this box if another attorney is joint in the filing, such as a stipulation. If this is not a joint filing, skip this screen by clicking **Next**.

Step 6 The **Party Selection** screen will be presented listing all current participants on the case (Figure 6).



This screenshot is similar to Figure 5 but shows the "Select the Party:" section. It features a dropdown menu with two options: "Gargula, Nancy J. [U.S. Trustee]" and "Martin, Patricia A. [Debtor]". To the right of the dropdown is a link "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

Figure 6

- ◆ With the mouse, select the party(ies) you represent and click **Next**.

Step 7 The **PDF Document Selection** screen will then display (Figure 7).

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

File a Motion:

07-30001 Patricia A. Martin

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 7

- ◆ Click on the **Browse** button then navigate to the directory where the appropriate PDF file is located and select it with the mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with the mouse and select **Open** (Figure 7a).

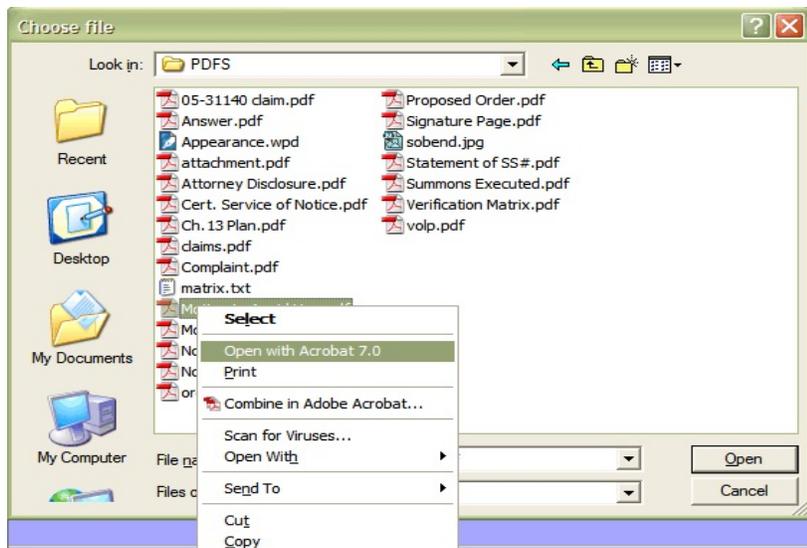


Figure 7a

- This will launch the Adobe Acrobat Reader which will display the contents of the PDF document. Verify that the document is correct.
- Close the Adobe application if this is the correct file and click **Open** on the **File Upload** dialogue box. The location of the PDF will now appear in the **Filename** box (Figure 7b).

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

File a Motion:

[07-30001 Patricia A. Martin](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

W:\CM\ECF\PDFS\Motion.pdf

Attachments to Document: No Yes

Figure 7b

- ◆ Click **Next**.

Step 8 The **Modify Docket Text** screen appears (Figure 8).

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

File a Motion:

[07-30001 Patricia A. Martin](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n

Docket Text: Modify as Appropriate.

Filed by

Figure 8

- ◆ It is not necessary to insert any additional text to this filing. Verify text and click **Next** to continue.

Step 9 The **Final Text** screen will display (Figure 9).

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

File a Motion:

[07-30001 Patricia A. Martin](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n

Docket Text: Final Text

Motion to Impose Automatic Stay Filed by Debtor Patricia A. Martin. (Miller, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 9

NOTE: To abort or restart the transaction at any time up until the final docket screen, click the **Bankruptcy** hyperlink on the Main Menu bar.

- ◆ If text is correct, click **Next** to continue.

CAUTION: This is your last chance to change anything before the final submission!

Step 10 The **Notice of Electronic Filing** screen displays (Figure 10).

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

File a Motion:

[07-30001 Patricia A. Martin](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n

U.S. Bankruptcy Court

Northern District of Indiana (Test Database)

Notice of Electronic Filing

The following transaction was received from Miller, William entered on 4/11/2007 at 9:51 AM EDT and filed on 4/11/2007

Case Name: Patricia A. Martin

Case Number: [07-30001](#)

Document Number: [5](#)

Docket Text:

Motion to Impose Automatic Stay Filed by Debtor Patricia A. Martin. (Miller, William)

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

Document description: Main Document

Figure 10

- ◆ Clicking on the case number hyperlink will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this electronic receipt, click the browser **Print** icon.
- ◆ To save a copy of this electronic receipt, click **File** on the browser menu bar and select **Save Frame As**, or click the browser **Print** icon to print a copy of this electronic receipt.