Multi-Part Motions

This lesson explains how to properly file a multi-part motion. The example illustrated is a Motion for Relief from Stay and for 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 Motions/Applications link.

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

Figure 3

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

Step 4 The **Available Events** screen displays. (See Figure 4)

Figure 4

IMPORTANT: Select the desired reliefs in the order in which they are titled on the motion. If the motion is titled "Motion for Relief from Stay and Abandonment", select *Relief from Stay* first and *Abandon* second. If the motion is titled "Motion for Abandonment and Relief from Stay", select *Abandon* first and *Relief from Stay* second.

- 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 "relief from stay" until the relief is displayed in the **Available Events** list.
- When the relief is located, highlight it with your mouse, which will place the relief in the **Selected Events** on the right of the screen.
- For the second relief, leave the selected relief (*Relief from stay*) highlighted and scroll up through the selection box to locate *Abandon*. Holding down your [Ctrl] key, highlight *Abandon*. Both selections should display in the **Selected Events** box on the right of the screen. Click **Next** to continue.

Step 5 The **Joint Filing with other attorney** screen appears. (See Figure 5)

Figure 5

- 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 6 The **Party Selection** screen appears. (See Figure 6)

Figure 6

- 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 7 The **PDF Document Selection** screen will then display. (See Figure 7a)

Figure 7a

◆ 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 7b)

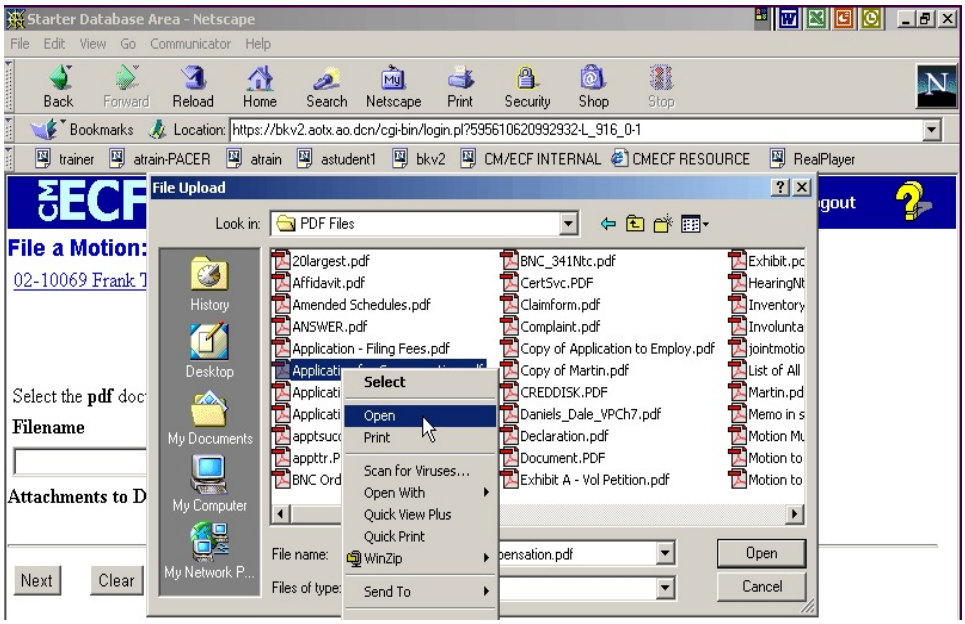

Figure 7b

- 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 7c)

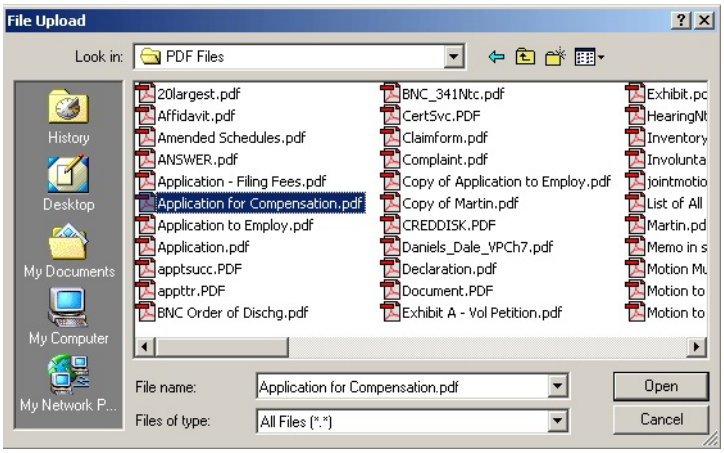

Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)

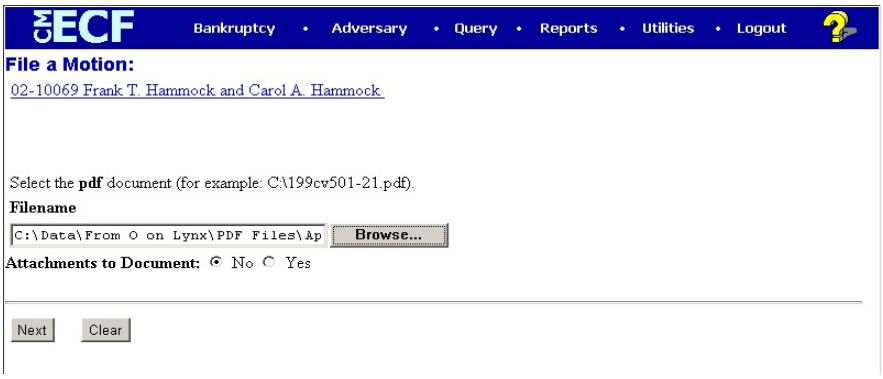

Figure 7d

- Click **Next** to continue.

Step 8 The **Receipt #** screen displays. (See Figure 8)

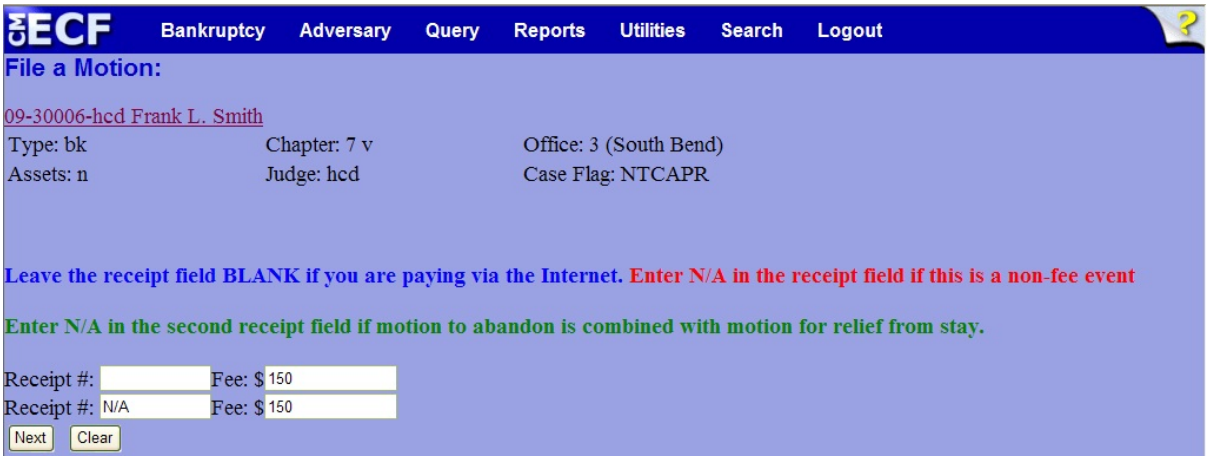

Figure 8

- Follow the blue, red and green instructions. In this example, the attorney is filing via the internet. The attorney also combined the abandonment with the relief from stay. Following the instructions, the first Receipt # field will be left blank and the second Receipt # field will display "N/A".

Step 9 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 9)

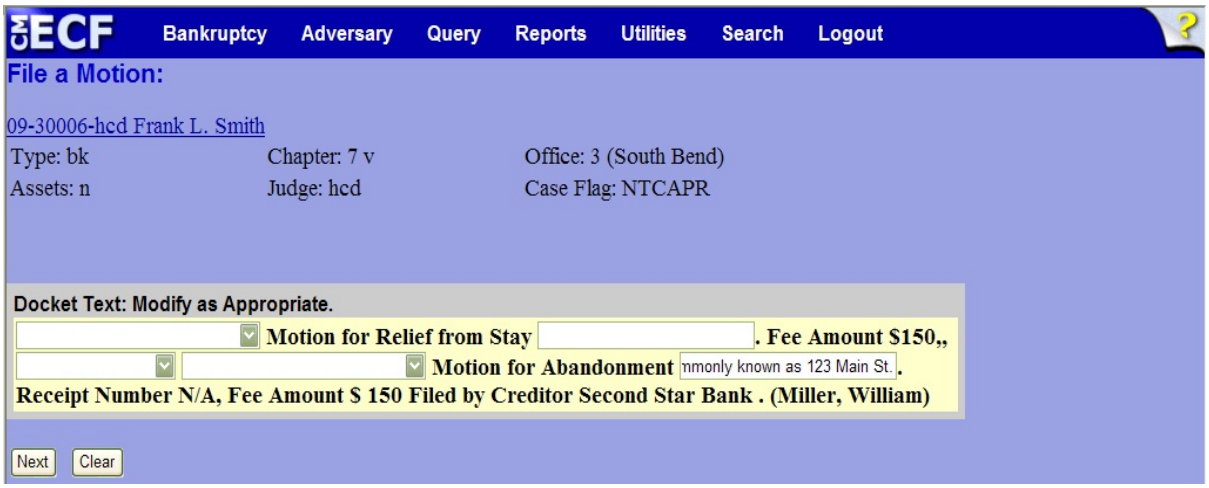

Figure 9

- If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list.
- Additional text is not required to be entered in the text boxes provided.
  - The street address or common address of real property is acceptable.
- Click **Next** to continue.

Step 10 The **Docket Text: Final Text** screen displays. (See Figure 10)

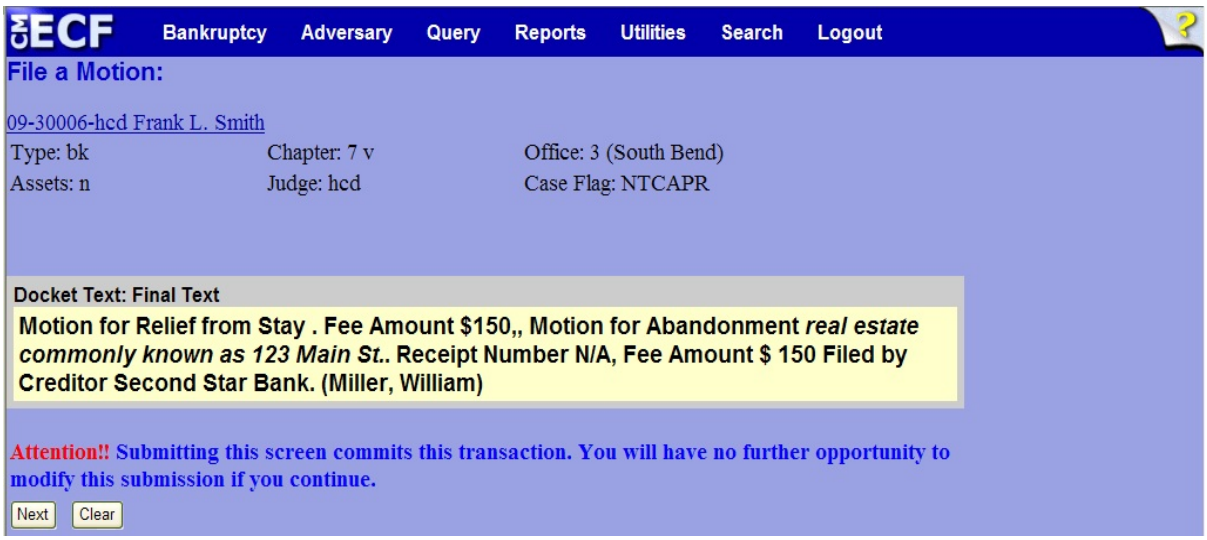

Figure 10

- 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 11 The **Electronic Payment** screen displays.

- Click either **Pay Now** or **Continue Filing**.

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

- This screen can be either saved or printed.