

NOTICE TO ECF USERS
REGARDING USE OF CORRECT CM/ECF EVENTS

This Notice requests your assistance in helping ensure the accuracy of the court's statistical data. With the release of Version 3.1 and the collection of statistical data required by BAPCPA, it has become increasingly important to use the correct event when filing. The table below outlines the most common types of motions for which we have found improper events and the event that should be used when filing these documents. The table also indicates the proper location in CM/ECF in which the event is located.

Type of Motion	CM/ECF Menu
Compensation (Fees)	Bankruptcy > Motions/Applications > Compensation
Avoid Lien	Bankruptcy > Motions/Applications > Avoid Lien
Avoid Lien on Household Goods	Bankruptcy > Motions/Applications > Avoid Lien on Household Goods
Reopen	Bankruptcy > Motions/Applications > Reopen Case
Relief from Stay and Abandon Property	Bankruptcy > Motions/Applications > Relief from Stay> with the Ctrl key being held down> select Abandon
Post-Confirmation Modification of Plan	Bankruptcy > Motions/Applications > Post-Conf Modification of Plan
Dismiss Case	Bankruptcy > Motions/Applications > Dismiss Case
Release Funds	Bankruptcy > Motions/Applications > Release Funds from Court Registry
Administrative Expense	Bankruptcy > Motions/Applications > Administrative Expense
Authority to Obtain Credit Under Section 364	Bankruptcy > Motions/Applications > Authority to Obtain Credit Under Section 364
Assume Lease	Bankruptcy > Motions/Applications > Assume Lease or Executory Contract

Reconsider	Bankruptcy > Motions/Applications > Reconsider
Reconsider Dismissal	Bankruptcy > Motions/Applications > Reconsider Dismissal of Case
Vacate	Bankruptcy > Motions/Applications > Vacate

We also strongly encourage you to avoid using the generic “motion/application” as it does not accurately capture the required statistical data. If you are unsure as to which event to use, please contact us through the ECF Help Desk at 1-866-248-2371 or 1-866-286-4090, or contact the Clerk’s Office in which the case is pending.