

Motion to Continue Hearing

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 **Motions/Applications**.

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

Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** 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 "continue" 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.
- ◆ When the correct relief is chosen and in the **Selected Events** box, click **Next** to continue.

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



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout. Below this is the title "File a Motion:" followed by the case number "09-30006-hcd Frank L. Smith". Case details are displayed in three columns: "Type: bk", "Chapter: 7 v", "Office: 3 (South Bend)"; "Assets: n", "Judge: hcd", "Case Flag: NTCAPR". A checkbox labeled "Joint filing with other attorney(s)." is present and unchecked. At the bottom are "Next" and "Clear" buttons.

Figure 5

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



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout. Below this is the title "File a Motion:" followed by the case number "09-30006-hcd Frank L. Smith". Case details are displayed in three columns: "Type: bk", "Chapter: 7 v", "Office: 3 (South Bend)"; "Assets: n", "Judge: hcd", "Case Flag: NTCAPR". A section titled "Select the Party:" contains a dropdown menu with the following options: "Gargula, Nancy J. [U.S. Trustee]", "Second Star Bank, [Creditor]", "Smith, Frank L. [Debtor]", "U.S. Whatever Bank, [Creditor]". To the right of the dropdown is a link "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

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.

- 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)

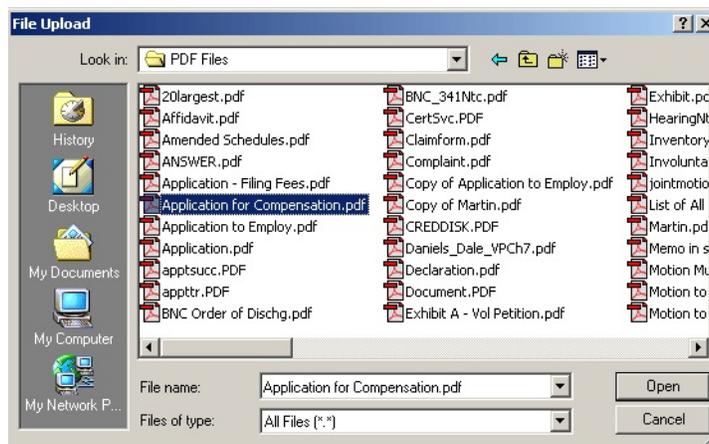


Figure 7c

- 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 **Refer to existing event(s)?** screen displays. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Refer to existing event(s)?

Filed to

Documents to

Figure 8

- ◆ Since the motion to continue is related to an existing event already on the docket, put a ✓ in the box next to **Refer to existing event(s)?**

Step 9 The **Category selection** screen displays. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Select the category to which your event relates.

answer
appeal
auditor
caseupld
claims
cmp
court
crditcrd
misc
motion

Filed to

Documents to

Hearing on what?

Figure 9

- ◆ Select all categories in the slide box. By selecting all categories, it assures that the entire docket displays for ease in linking.
- ◆ Be sure to enter information into the **Hearing on What?** box just above the **Next** and **Clear** buttons. For this example, "Motion for Relief from Stay" is entered.
- ◆ Click **Next** to continue.

Step 10 The **Event selection** screen displays. (See Figure 10)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR

Select the appropriate event(s) to which your event relates:

- 08/24/2009 15 Notice of Appearance Filed by Creditor Second Star Bank . (Feller, Tina)
- 08/24/2009 16 Motion for Relief from Stay . Fee Amount \$150., Motion for Abandonment *real estate commonly known as 123 Main St.*. Receipt Number N/A, Fee Amount \$150 Filed by Creditor Second Star Bank. (Miller, William)
- 08/25/2009 17 Objection to Motion for Relief From Stay, Motion for Abandonment Filed by Debtor Frank L. Smith (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)
- 09/17/2009 18 Chapter 13 Plan Filed by Debtor Frank L. Smith. (Miller, William)
- 08/12/2010 19 Certificate of Service of Notice of Motion Filed by Creditor Second Star Bank (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank). Objections to Motion due by 8/26/2010. (Miller, William)
- 08/12/2010 20 Statement of Social Security Number(s) Filed by Frank L. Smith. (Miller, William)
- 10/18/2010 21 Statement of Social Security Number(s) Filed by Frank L. Smith. (Miller, William)
- 10/19/2010 22 Adversary case 10-03010. (62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)) Complaint by Paul Maloney against Frank L. Smith . Fee Amount \$250 . (Feller, Tina)
- 02/10/2011 23 Stipulation Filed by Second Star Bank, Frank L. Smith (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)
- 02/10/2011 24 Order Setting Hearing RE: Motion for Relief From Stay (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank). Hearing scheduled for 3/24/2011 at 09:00 AM at One Michiana Square, 5th Floor. (Feller, Tina)

Next Clear

Figure 10

- ◆ Place a ✓ in the box next to the matter that has been set for hearing.

Note: Refrain from linking the motion to continue to the court's order setting the hearing.

Helpful hint: Link the motion to continue to the same document that the court linked the order setting hearing. In our example above, the court linked order #24 to motion #16. Your motion to continue should also be linked to motion #16.

Step 11 The **Select claim(s) from list** screen appears. (See Figure 11)



Figure 11

- ◆ If the hearing is directly related to an existing proof of claim, select the claim with the mouse and click **Next** to continue.
- ◆ If the hearing is not related to an existing proof of claim, click **Next** to continue. A warning screen will appear (See Figure 11a). Click **OK** to continue.



Figure 11a

Step 12 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 12)

The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the case information is displayed: '09-30006-hcd Frank L. Smith', 'Type: bk', 'Chapter: 7 v', 'Office: 3 (South Bend)', 'Assets: n', 'Judge: hcd', and 'Case Flag: NTCAPR'. A highlighted yellow box contains the following text: 'Docket Text: Modify as Appropriate.' followed by a dropdown menu showing 'Motion to Continue Hearing On Motion for Relief from Stay Filed by Creditor Second Star Bank (related document(s)[16] Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment) . (Miller, William)'. At the bottom of the highlighted area are 'Next' and 'Clear' buttons.

Figure 12

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

Step 13 The **Docket Text: Final Text** screen displays. (See Figure 13)

The screenshot shows the ECF 'File a Motion' interface, similar to Figure 12. The case information is the same. The highlighted yellow box contains the following text: 'Docket Text: Final Text' followed by 'Motion to Continue Hearing On Motion for Relief from Stay Filed by Creditor Second Star Bank (related document(s)[16] Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment) . (Miller, William)'. Below the highlighted area, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' followed by the question 'Have you redacted?'. At the bottom are 'Next' and 'Clear' buttons.

Figure 13

- ◆ 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 14 The **Notice of Electronic Filing screen** displays.

- ◆ This screen can be either saved or printed.