# 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).



**Figure 3**

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

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



**Figure 4**

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

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



**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).



**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).



**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).
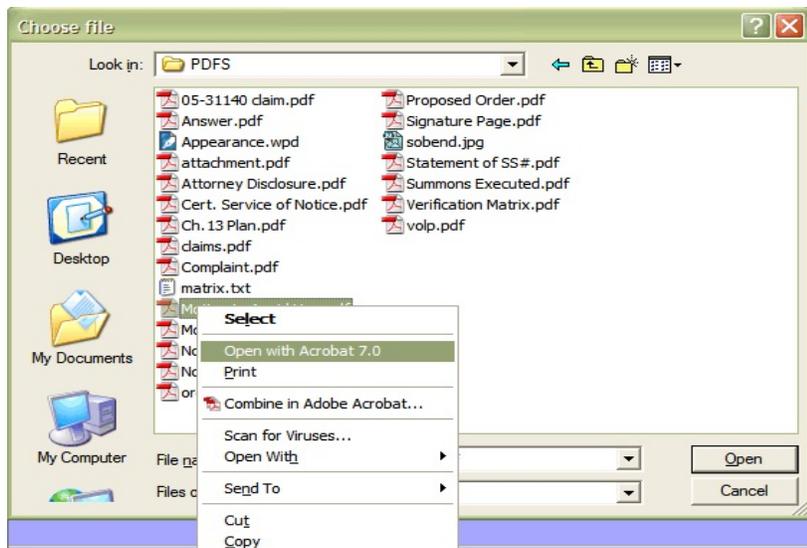


**Figure 7a**

- 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).



**Figure 7b**

◆     Click **Next**.

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



**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).



**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).



**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.