Notice of Motion

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 **Notices**.

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)
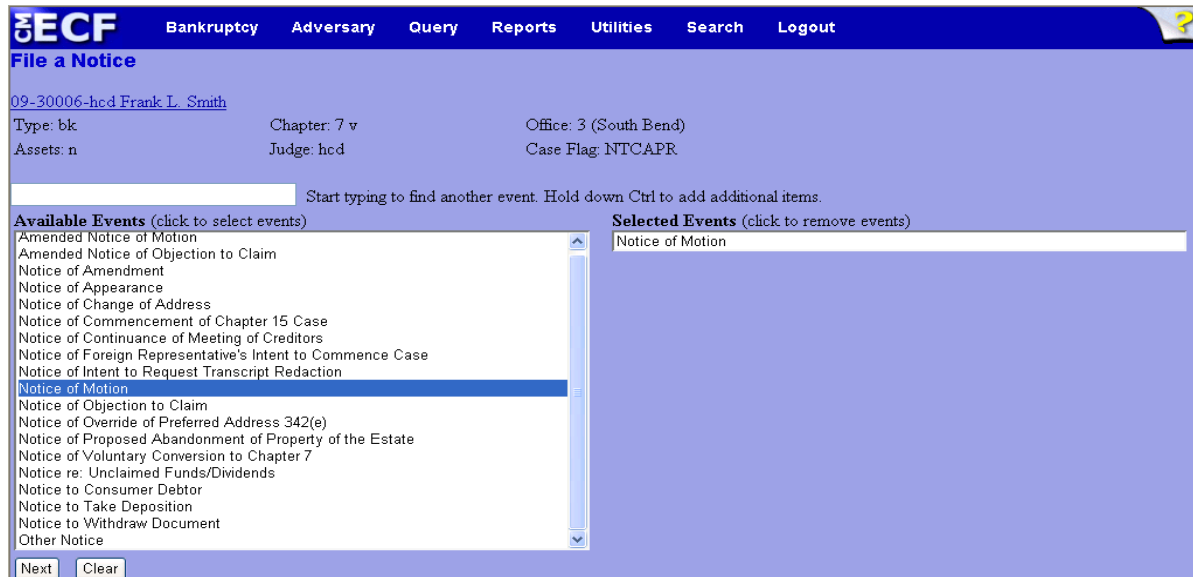

Figure 4

◆   To locate the event, either scroll down the selection box or start
            typing the event in the box above **Available Events**. In this
            example, start typing "notice of motion" until "Notice of Motion" is
            displayed in the **Available Events** list.

◆   When the event is located, highlight it with the mouse, which will
            place the event in the **Selected Events** on the right of the screen.

◆   When the correct event 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)

Figure 5

◆   If this is a joint filing with another attorney, 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)
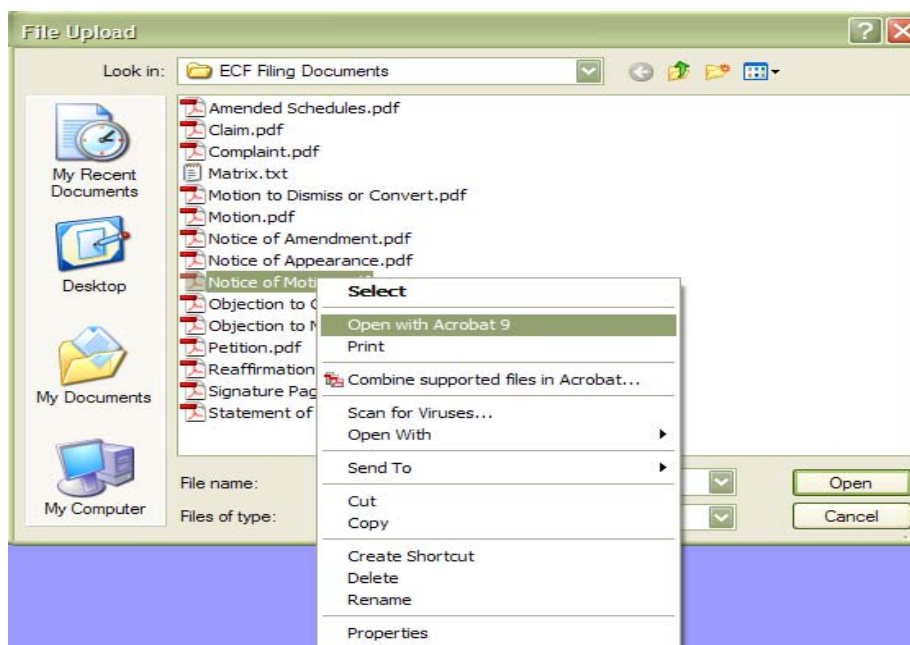

Figure 7b

- 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)
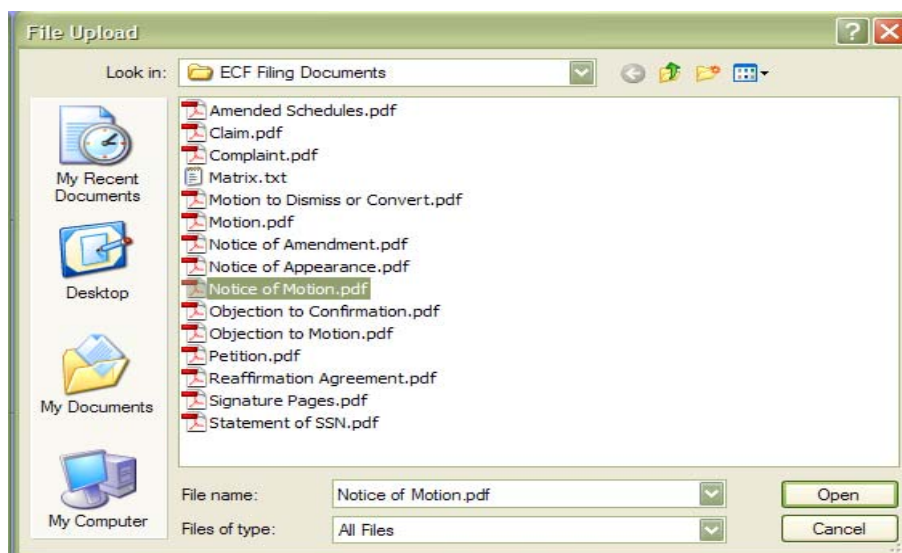
Figure 7c

- 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 **Objection to Motion** and **docket entry selection** screen appears. (See Figure 8)

Figure 8

◆   Enter the date of the objection deadline in the **Objections to Motion Date:** box.

◆   Place a ✔ in the box next to the motion that is related to the notice of motion being filed.

◆   Click **Next** to continue.

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

Figure 9

◆   If appropriate, choose a prefix from the **Prefix Text** pick list.

◆   Additional text is not required to be entered in the text boxes provided.

◆   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 <u>Bankruptcy</u> hyperlink on the **Main Menu Bar**.

Step 11   The **Notice of Electronic Filing** screen displays.

◆   This screen can be either saved or printed.