

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)

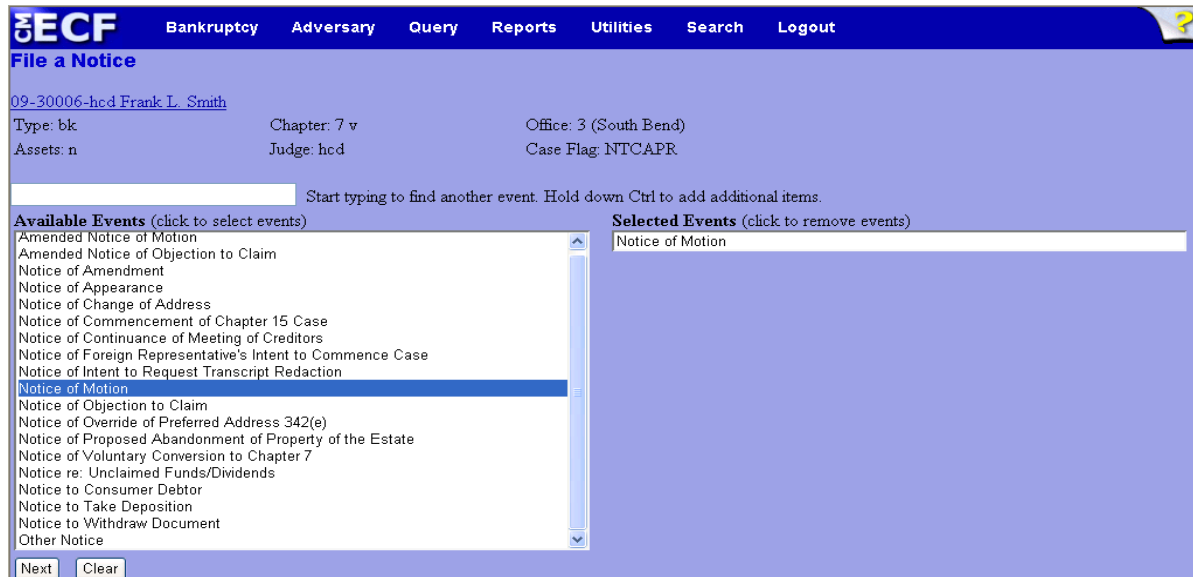


Figure 4

- ◆ 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)

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

☐ Joint filing with other attorney(s).

Next Clear

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)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[09-30006-hcd Frank L. Smith](#)

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

Select the Party:

Gargula, Nancy J. [U.S. Trustee]
Second Star Bank, [Creditor]
Smith, Frank L. [Debtor]

[Add/Create New Party](#)

Next Clear

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)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

09-30006-hcd Frank L. Smith

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR, 707(b)

Filename

Attachments to Document: ☒ No ☐ Yes

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)

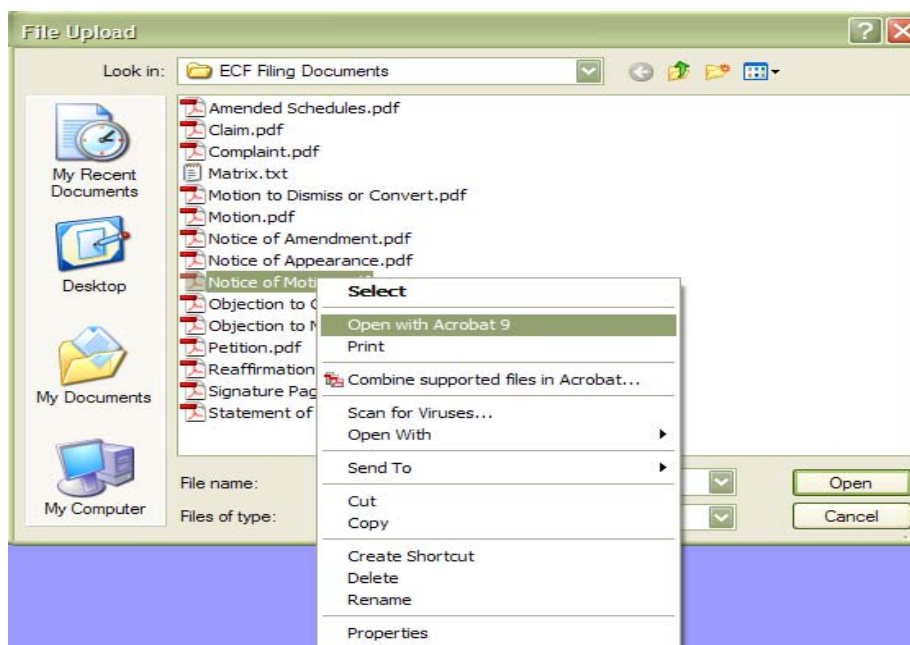


Figure 7b

- 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)

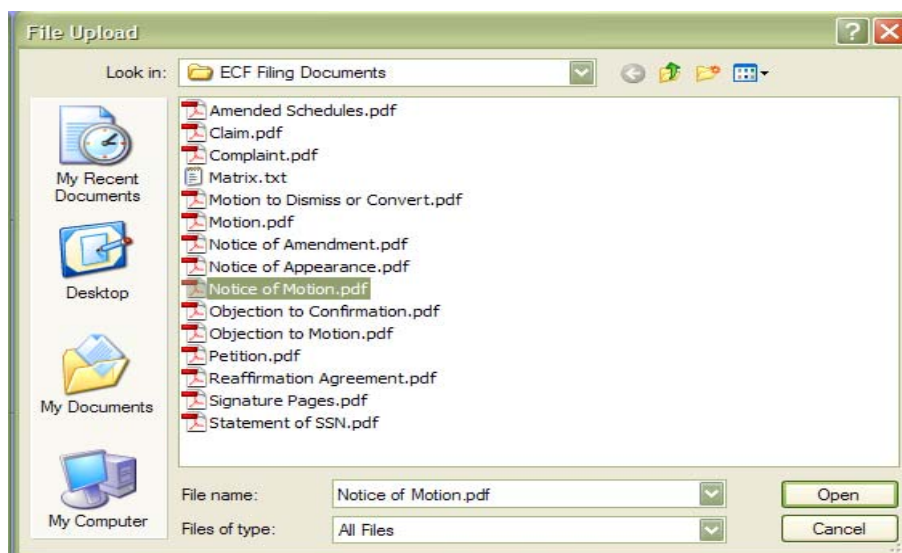


Figure 7c

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

A screenshot of the ECF 'File a Notice' web interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area has a blue header with the text 'File a Notice:'. Below this, the case number '09-30006-hcd Frank L. Smith' is displayed. A table-like layout shows case details: 'Type: bk', 'Chapter: 7 v', 'Office: 3 (South Bend)', 'Assets: n', 'Judge: hcd', and 'Case Flag: NTCAPR, 707(b)'. The 'Filename' section shows the path 'iling Documents\Notice of Motion.pdf' with a 'Browse...' button. Below that, the 'Attachments to Document' section has two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 7d

- Click **Next** to continue.

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

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

09-30006-hcd [Frank L. Smith](#)

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

Objections to Motion date:

Select docket entries which are to be associated with the above schedule(s).

<input checked="" type="checkbox"/>	08/24/2009	16 Motion for Relief from Stay . Fee Amount \$150., Motion for Abandonment <i>real estate commonly known as 123 Main St.</i> Receipt Number N/A, Fee Amount \$ 150 Filed by Creditor Second Star Bank. (Miller, William)
<input type="checkbox"/>	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)
<input type="checkbox"/>	09/17/2009	18 Chapter 13 Plan Filed by Debtor Frank L. Smith. (Miller, William)
<input type="checkbox"/>	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)
<input type="checkbox"/>	08/12/2010	20 Statement of Social Security Number(s) Filed by Frank L. Smith. (Miller, William)
<input type="checkbox"/>	10/18/2010	21 Statement of Social Security Number(s) Filed by Frank L. Smith. (Miller, William)
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	02/11/2011	25 Proposed Order Filed by Second Star Bank (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)
<input type="checkbox"/>	02/11/2011	26 Adversary case 11-03001. (62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)) Complaint by Second Star Bank against Frank L. Smith . Receipt Number oc, Fee Amount \$250 . (Feller, Tina)

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)

The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is a header 'File a Notice:'. The main content area displays case information: Case Number '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 text: 'Docket Text: Modify as Appropriate.' followed by a dropdown menu set to 'Certificate of Service of Notice of Motion', a text box, and the text '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 2/25/2011. (Miller, William)'. At the bottom of this box are 'Next' and 'Clear' buttons.

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)

The screenshot shows the ECF system interface, similar to Figure 9. The case information is the same. The highlighted yellow box now contains the text: 'Docket Text: Final Text' followed by '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 2/25/2011. (Miller, William)'. Below this box, a red text warning states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?'. At the bottom are 'Next' and 'Clear' buttons.

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 **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.