

# Multi-Part Motions

## *For Attorneys*

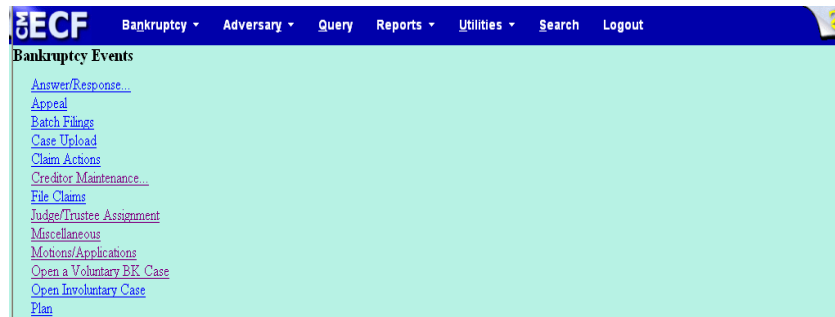
This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection with an attached Proposed Order.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



**Figure 1**

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



**Figure 2**

- ◆ Click the Motions/Applications hyperlink.

**STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)

The screenshot shows a web interface titled "File a Motion". In the center, there is a grey box labeled "Case Number" containing a text input field with the value "3:08-bk-30005". Below this box are two buttons: "Next" and "Clear".

**Figure 3**

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

**NOTE:** You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

**STEP 4** The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

The screenshot shows the "File a Motion" screen with the case number "08-30005 Grace Ritterson" at the top. Below the case information is a search bar with the text "Start typing to find another event. Hold down Ctrl to add additional items." There are two columns of event lists: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes items like "Redeem", "Refund of Unclaimed Monies", "Reinstate Case", "Relief from Stay - Chapter 7", and "Relief from Stay - Chapter 11,12,13". The "Selected Events" list includes "Adequate Protection" and "Relief from Stay - Chapter 7". At the bottom, there are "Next" and "Clear" buttons.

**Figure 4**

- ◆ Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.

- ◆ Click **[Next]**.

**STEP 5** The **JOINT FILING** screen displays. (See Figure 5.)



**File a Motion:**  
[08-30005 Grace Rittperson](#)

Joint filing with other attorney(s).

Next Clear

**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

**STEP 6** The **SELECT PARTY** screen displays. (See Figure 6.)



**File a Motion:**  
[08-30005 Grace Rittperson](#)

**Select the Party:**

Apperson, Julie Brown [Trustee] [Add/Create New Party](#)  
Golden, Joseph J. [US Trustee]  
Rittperson, Grace [Debtor]

Next Clear

**Figure 6**

- ◆ Since the party, American General Finance, is not listed, it must be added. Click the [Add/Create New Party](#) hyperlink.

**STEP 7** The **PARTY SEARCH** screen appears. (See Figure 7.)

**Figure 7**

- ◆ Enter the first part of the business name and click [**Search**].

**STEP 8** If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8.)

**Figure 8**

- ◆ Select American General Finance. Click [**Select name from list**].

**NOTE:** Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party’s address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

**STEP 9** The **PARTY INFORMATION** screen displays. (See Figure 9.)

The screenshot shows a web form titled "Party Information" for "American General Finance" with "SSN / ITIN:Unknown". The form contains the following fields:

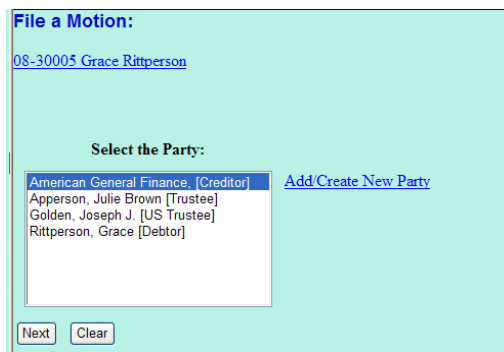
- Office:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- County:
- Country:
- Phone:
- Fax:
- E-mail:
- Role:
- Party text:

At the bottom of the form are four buttons: "Submit", "Cancel", "Clear", and "Corporate parent / affiliate..."

**Figure 9**

- ◆ Enter **ONLY** the creditor's **Name**.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Kentucky Corporation, Guardian of the State, etc.)
- ◆ Click **[Submit]**.

**STEP 10** The **SELECT PARTY** screen appears again. (See Figure 10.)

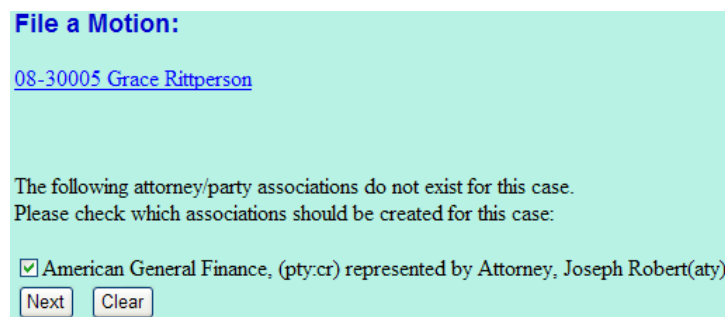


The screenshot shows a web interface titled "File a Motion:" with a sub-header "08-30005 Grace Ritterson". Below this is a section labeled "Select the Party:". A dropdown menu is open, listing several parties: "American General Finance, [Creditor]" (which is highlighted), "Apperson, Julie Brown [Trustee]", "Golden, Joseph J. [US Trustee]", and "Ritterson, Grace [Debtor]". To the right of the dropdown is a link that says "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

**Figure 10**

- ◆ The new creditor's name, American General Finance is highlighted.
- ◆ Click **[Next]** to continue.

**STEP 11** The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)



The screenshot shows a web interface titled "File a Motion:" with a sub-header "08-30005 Grace Ritterson". Below this is a message: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". There is a checkbox next to the text "American General Finance, (pty:cr) represented by Attorney, Joseph Robert(aty)", which is checked. At the bottom of the screen are two buttons: "Next" and "Clear".

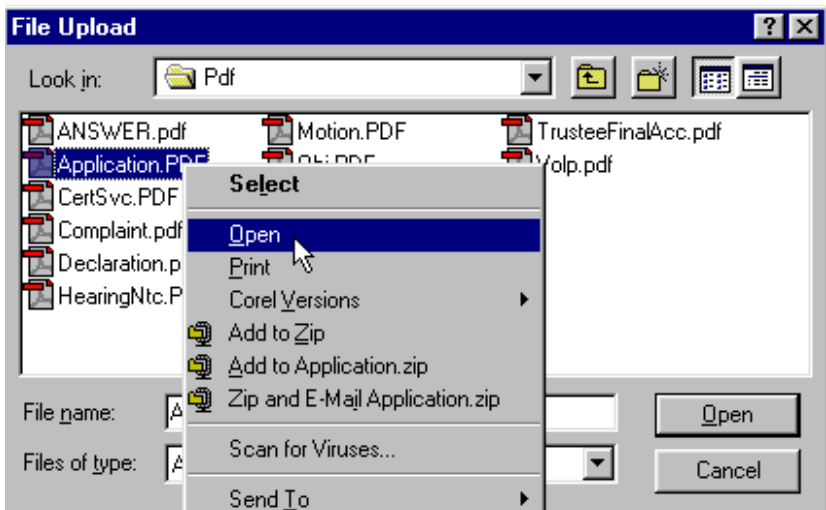
**Figure 11**

- ◆ Click the box to establish the association between you and American General Finance.
- ◆ Click **[Next]**.

**STEP 12** The **PDF DOCUMENT SELECTION** screen displays.  
(See Figure 12a.)

**Figure 12a**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
  - 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 12b.)



**Figure 12b**

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

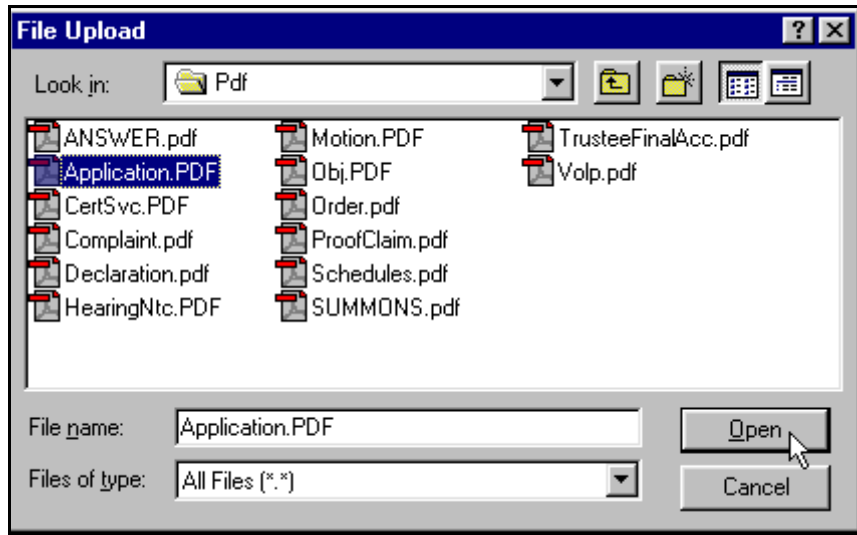


Figure 12c

- ◆ To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the proposed order to the motion. This exercise will show the process of an attached proposed order.
- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the proposed order.
- ◆ Click **[Next]**.

**STEP 13** When you click the **yes** radio button, the **ATTACHMENT** screen displays. (See Figure 13a.)

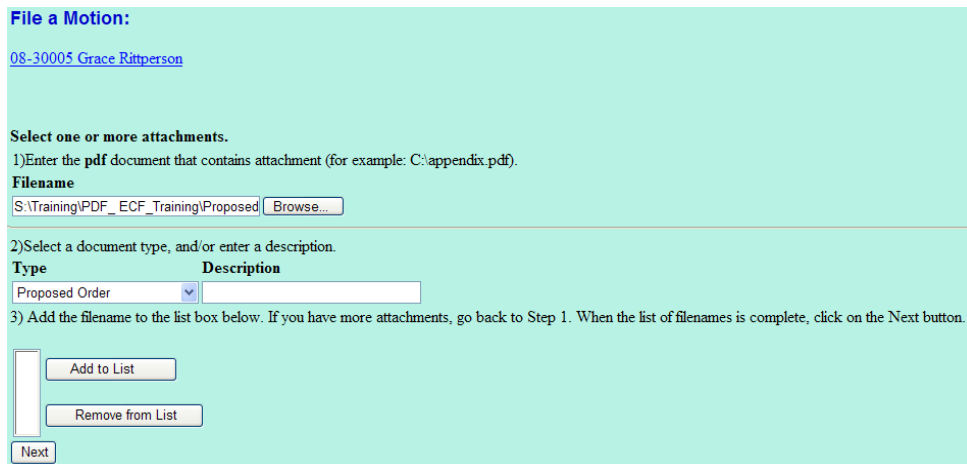


Figure 13a



- ◆ Please note that the PDF file of the motion is not an **attachment**. An **attachment** is another supporting document, such as, tendered orders, supporting affidavits, etc.
- ◆ An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file for the proposed order is located.
- ◆ Double-click the PDF file to select it.
- ◆ Highlight **Proposed Order** in the **Type** pick list.
- ◆ Enter detail concerning the attachment in the **Description Box**.
- ◆ Click [**Add to List**] and the path and file name are added to the **List** box. (See Figure 13b.)

**File a Motion:**

[08-30005 Grace Rttperson](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) Select a document type, and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input type="text" value="S:\Training\PDF_ECF_Training\Proposed Order.pdf"/>	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

**Figure 13b**

- ◆ Click [**Next**].

**NOTE:** An additional screen may appear depending on the type of motion being filed. The screen may set a deadline, prompt the user for additional information, or require “**CC**” to be inserted into the receipt field.

A selection screen may appear when combining a Motion for Relief from Stay with another relief type. (See 13c)

The screenshot shows a light blue window titled "File a Motion:". Below the title is a blue hyperlink "08-30005 Grace Ritterson". A message reads "You Must Select One of the Options in the List" above a blue dropdown menu. At the bottom are "Next" and "Clear" buttons.

**Figure 13c**

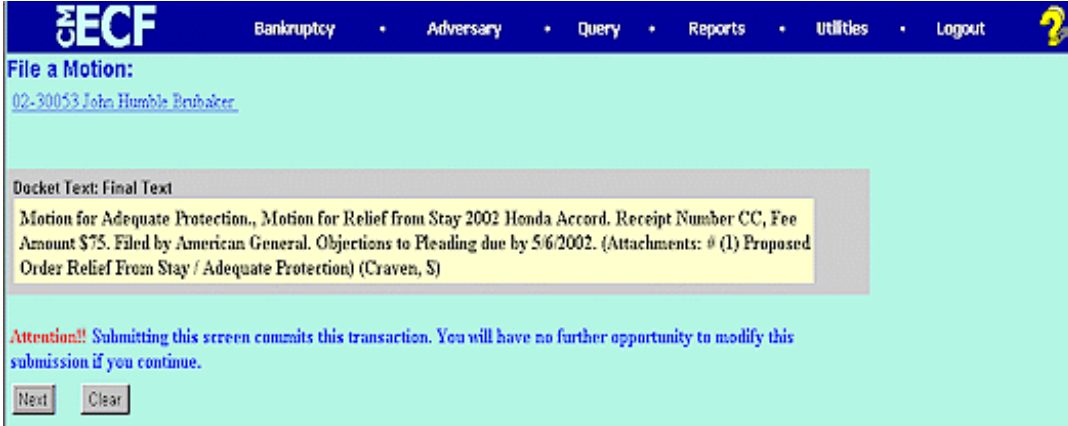
**STEP 14** The **MODIFY DOCKET TEXT** screen appears. (See Figure 14.)

The screenshot shows the same "File a Motion:" window. The "Docket Text: Modify as Appropriate." section is highlighted in yellow. It contains a dropdown menu with "Motion for Adequate Protection" selected, followed by two empty text boxes and another dropdown menu. Below this, the text reads: "Motion for Relief from Stay regarding 2002 Honda Accord [text box]. Filed by Creditor American General Finance (Attachments: # (1) Proposed Order) (Attorney, Joseph)". At the bottom are "Next" and "Clear" buttons.

**Figure 14**

- ◆ If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- ◆ In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- ◆ Click [**Next**] to continue.

**STEP 15** The **FINAL TEXT EDITING** screen displays. (See Figure 15.)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a case number and name: "02-30053 John Humble Brubaker". The main content area has a light green background. A grey box contains the text "Docket Text: Final Text" above a yellow box containing the docket text: "Motion for Adequate Protection., Motion for Relief from Stay 2002 Honda Accord. Receipt Number CC, Fee Amount \$75. Filed by American General. Objections to Pleading due by 5/6/2002. (Attachments: # (1) Proposed Order Relief From Stay / Adequate Protection) (Craven, S)". Below this 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." At the bottom are two buttons: "Next" and "Clear".

**Figure 15**

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case.
- ◆ 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 **Menu Bar**.
- ◆ If the final docket text is **correct**:
  - Click **[Next]**.

**STEP 16** The **NOTICE OF ELECTRONIC FILING SCREEN** displays.  
(See Figure 16.)

The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Motion:" followed by a hyperlink for "02-30053 John Humble Brubaker".

The main content area displays the following information:

- Notice of Electronic Filing:** The following transaction was received from Craven, S M entered on 4/19/2002 at 1:46 PM EDT and filed on 4/19/2002.
- Case Name:** John Humble Brubaker
- Case Number:** [02-30053](#)
- Document Number:** [2](#)
- Docket Text:** Motion for Adequate Protection, Motion for Relief from Stay 2002 Honda Accord Receipt Number CC, Fee Amount \$75. Filed by American General. Objected to Pleading due by 5/6/2002. (Attachments: # (1) Proposed Order Relief From Stay / Adequate Protection) (Craven, S)
- The following document(s) are associated with this transaction:
  - Document description:** Main Document
  - Original filename:** S:\Training\PDF\_ECF\_Training\Motion for Relief.pdf
  - Electronic document Stamp:** [STAMP bkecfStamp\_ID=996699402 [Date=4/19/2002] [FileNumber=380-0] [1a 649640d14f55d592774b6479908696743d6636407a76ee028cde94365684e671830845 355b934ca55d884d62504186207234471bc748bed84d065ea27ab1b1]]
  - Document description:** Proposed Order Relief From Stay / Adequate Protection
  - Original filename:** S:\Training\PDF\_ECF\_Training\Order #1.pdf
  - Electronic document Stamp:** [STAMP bkecfStamp\_ID=996699402 [Date=4/19/2002] [FileNumber=380-1] [57 4b1bb70a0300118b12524500adbf3b6b83792f19729939fa5030424426b97a7997f 4944b65ca265810e29d1bdac7f62cfa75b71917bb6570a208346db4]]
- 02-30053 Notice will be electronically mailed to:**
- 02-30053 Notice will not be electronically mailed to:**
- Joe Attorney
- S M Craven

**Figure 16**

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

**Notice of Electronic Filing:**

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

**Associated (PDF) documents:**

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First *attached* document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.