

# 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.

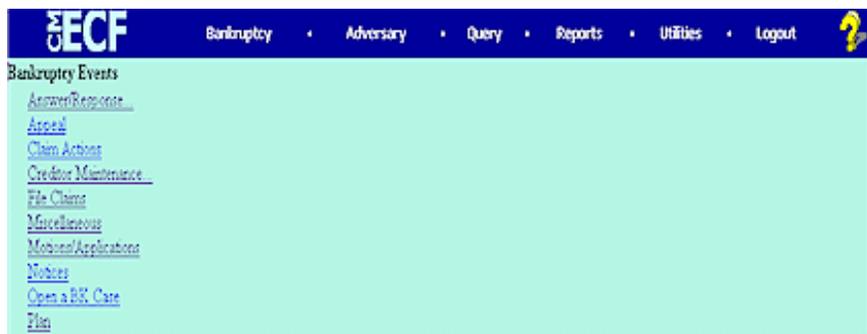
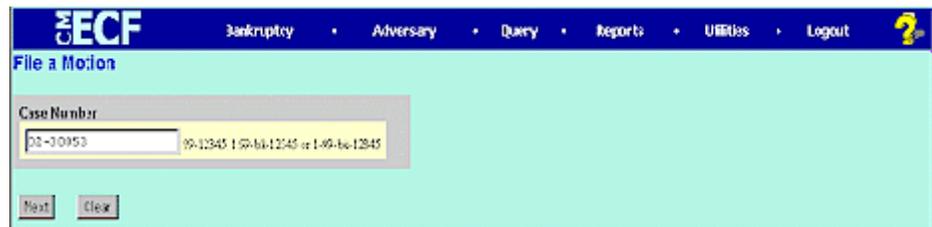


Figure 2a

- ◆ Click the [Motions/Applications](#) hyperlink.

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

The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title 'File a Motion' is displayed. The main content area features a 'Case Number' input field with the value '02-30053' entered. To the right of the input field, there is a dropdown menu showing suggestions: '02-30053', '02-30053-1', '02-30053-2', and '02-30053-3'. Below the input field, there are 'Next' and 'Clear' buttons.

**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.

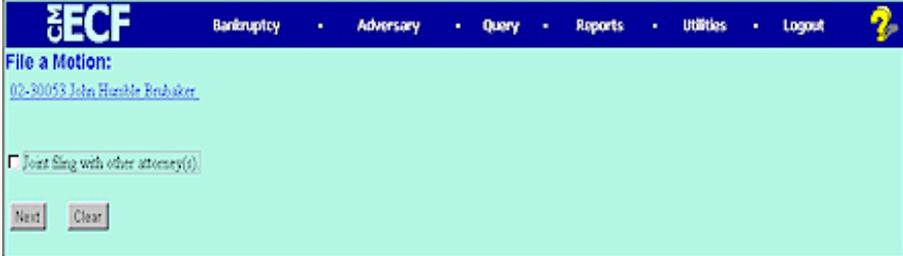
**STEP 4** The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title 'File a Motion' is displayed. The main content area features a dropdown menu with the value '02-30053 John Humble Brubaker' selected. The dropdown menu is open, showing a list of document types: Abandon, Adequate Protection, Administrative Expenses, Allow Claims, Amend, Amend Order of Confirmation, Amended Motion/ Application, and Appear pro hac vice. Below the dropdown menu, 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.)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the 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 link to "02-30053 John Humble Brubaker". A checkbox labeled "Joint filing with other attorney(s)" is present and unchecked. Below the checkbox are two buttons: "Next" and "Clear".

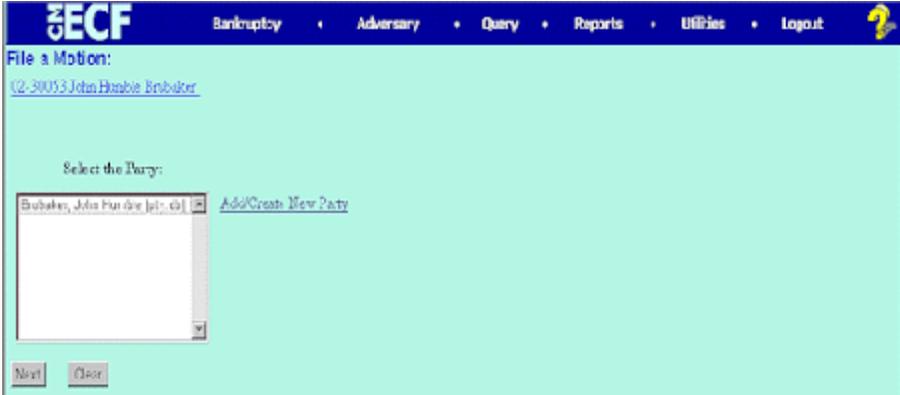
**Figure 5**

- ◆ 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.)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the 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 link to "02-30053 John Humble Brubaker". The main section is titled "Select the Party:" and contains a dropdown menu with "Brubaker, John Humble [Att. Co]" selected. To the right of the dropdown is a hyperlink "Add/Create New Party". Below the dropdown are two buttons: "Next" and "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 8a.)

**Figure 8a**

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click **[Create New Party]**.

**NOTE:** Your name search may find more than one record having the same name as shown in **Figure 8b**. 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.

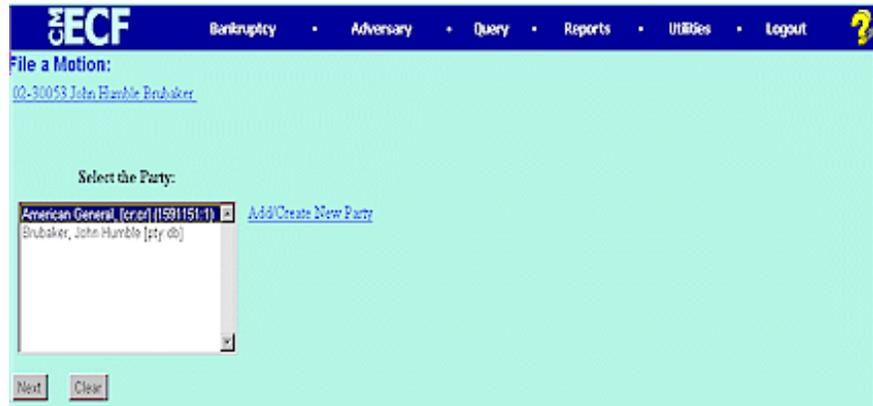
Figure 8b

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

Figure 9

- ◆ Enter **ONLY** the creditor's **Name**.
- ◆ Leave *pro se* as **no**.
- ◆ 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.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click **[Submit]**.

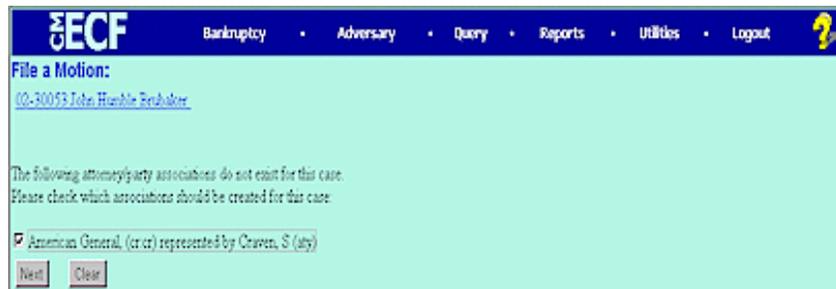
**STEP 10** The **SELECT PARTY** screen appears again. (See Figure 10.)



**Figure 10**

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

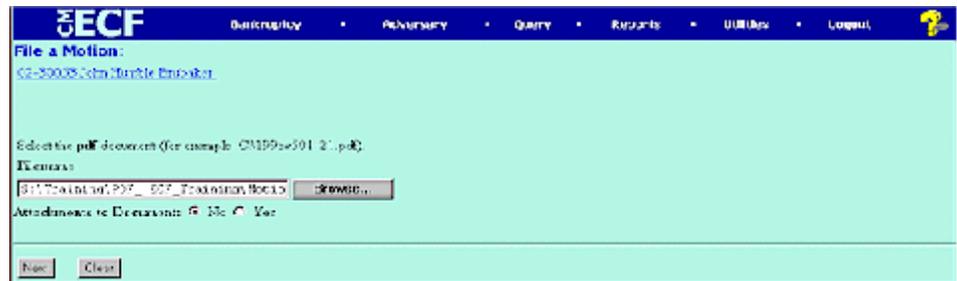
**STEP 11** The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)



**Figure 11**

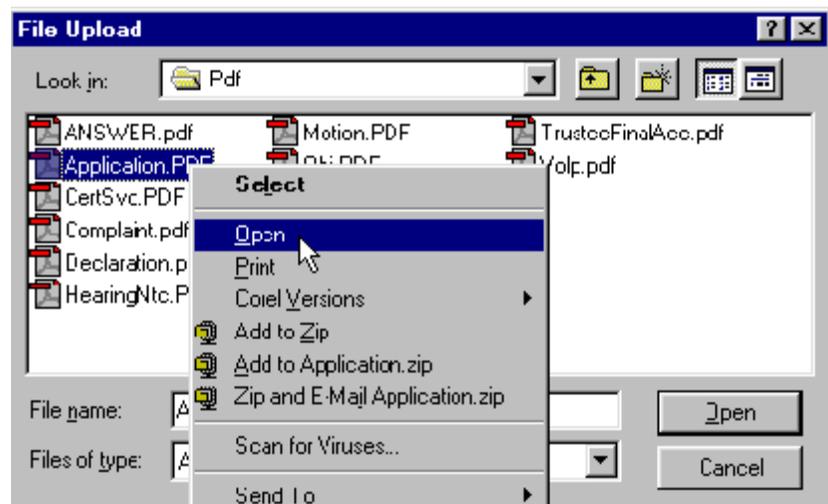
- ◆ Click the box to establish the association between you and American General.
- ◆ Click **[Next]**.

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



**Figure 12**

- ◆ 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.)

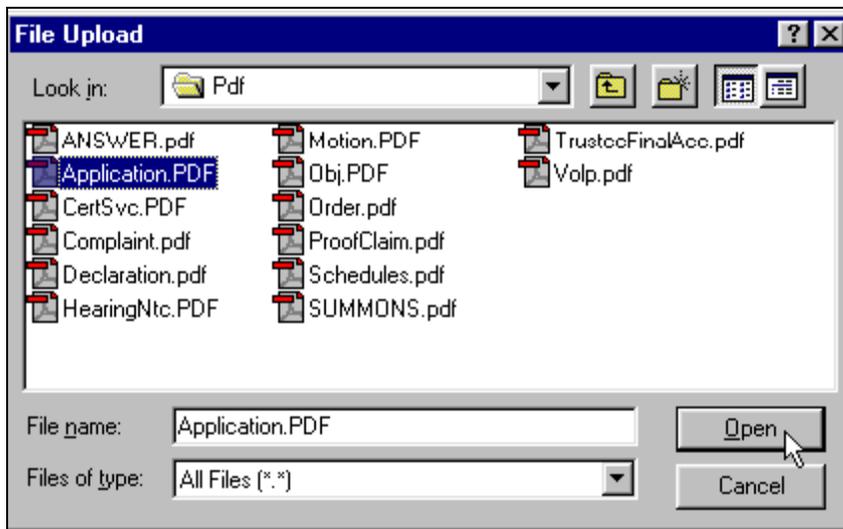


Figure 12c

- ◆ 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.)

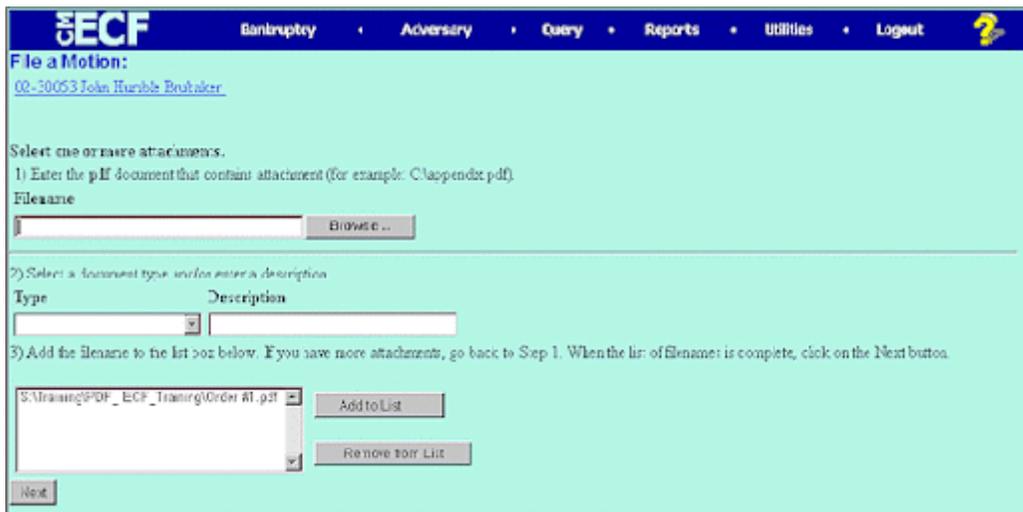


Figure 13b

- ◆ 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. An example is shown here on the motion for relief from stay. A prompt appears asking the user “What”. At the prompt insert the type of collateral. A deadline has also been generated for objections to be filed. The receipt prompt indicates to the user that a fee is require for this type of pleading. (See Figure 14.)

**Figure 14**

**STEP 14** The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)

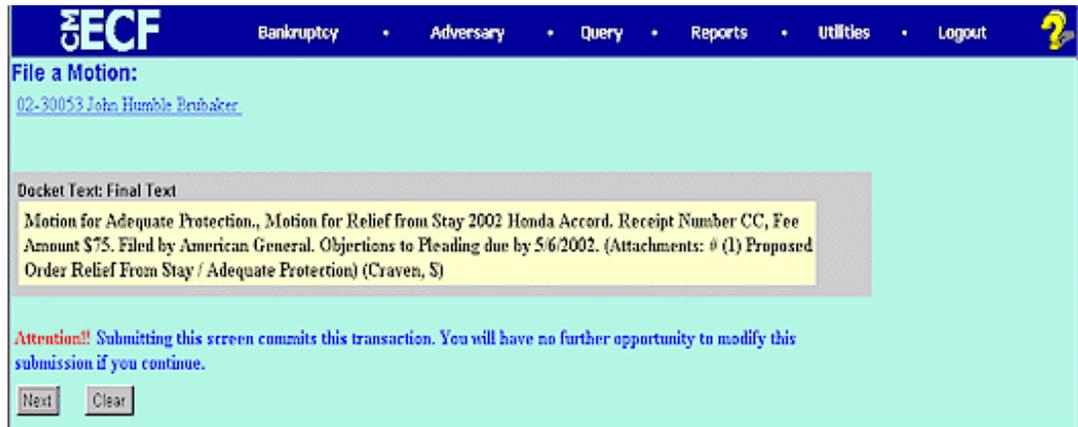
**Figure 15**

- ◆ 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 16.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue header area with the text 'File a Motion:' and a link '02-30053 John Humble Brubaker'. The main content area has a light green background. A grey box contains the text 'Docket Text: Final Text' followed by 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 16**

- ◆ 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 with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is light green and displays the following information:

**File a Motion:**  
[02-30053 John Humble Brubaker](#)

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] [1a649640d14f55d592774b6479908696743d6636407a76ee028dc94365634e671830645355b934ca55d884d652504186207234471bc748bed4d065ea27ab1b1]]  
**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] [574b1bb70a0300118b12524500adb43b6b83792f19729939fa5030424426b97a79997f3944b65ca265810e29d1b6dac7f68c1df75b71917bb6570a208346db4]]

**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.