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.
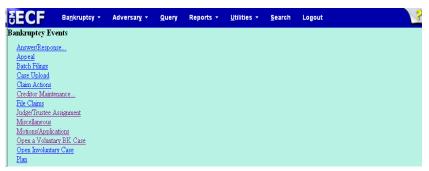

Figure 2

◆   Click the Motions/Applications hyperlink.

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

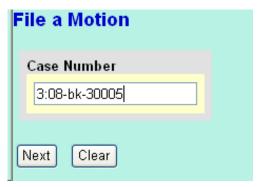**Figure 3**

◆   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.
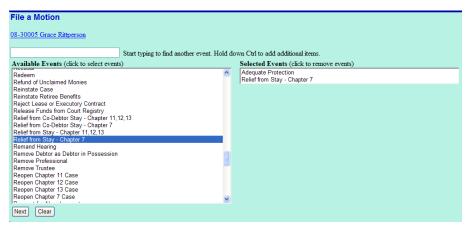**(See Figure 4.)**

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.)**

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.)**

File a Motion:

08-30005 Grace Rittperson

Select the Party:

American General Finance, [Creditor]   Add/Create New Party
Apperson, Julie Brown [Trustee]
Golden, Joseph J. [US Trustee]
Rittperson, Grace [Debtor]

[Next] [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.)**

File a Motion:

08-30005 Grace Rittperson

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☑ American General Finance, (pty:cr) represented by Attorney, Joseph Robert(aty)
[Next] [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.)

File a Motion:

08-30005 Grace Rittperson

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
[   ] [Browse...]
Attachments to Document: ⊙ No ○ Yes

[Next] [Clear]

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.)**
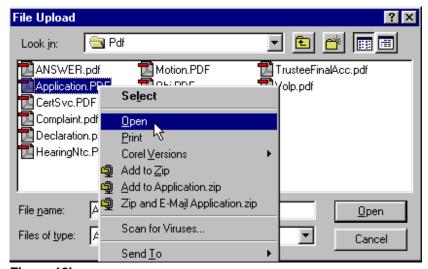

Figure 12b

   •   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.
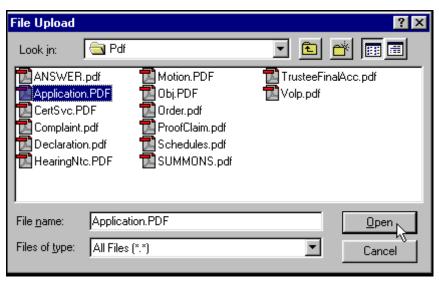   **(See Figure 12c.)**

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 **attachmen**t 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 Rittperson

Select one or more attachments.
1)Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
[ ] Browse...

2)Select a document type, and/or enter a description.
Type   **Description**
[▾]   [   ]

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.

S:\Training\PDF_ ECF_Training\Proposed Order.pdf   [Add to List]
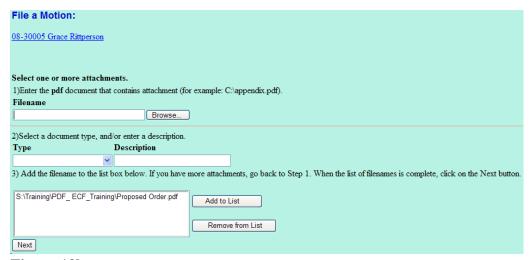
[Remove from List]

[Next]

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)**
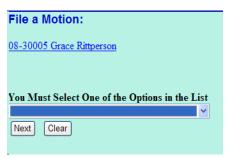
File a Motion:

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You Must Select One of the Options in the List

[▼]

[Next] [Clear]

Figure 13c

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

File a Motion:

08-30005 Grace Rittperson

Docket Text: Modify as Appropriate.

[▼] **Motion for Adequate Protection** [   ] , [▼] [▼]
Motion for Relief from Stay regarding 2002 Honda Accord [   ] . **Filed by Creditor American General Finance (Attachments: # (1) Proposed Order) (Attorney, Joseph)**

[Next] [Clear]

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.)**

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.)

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.