

## Multi-Part Motions

This lesson explains how to docket a two-part motion.

**STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

**STEP 2** The **BANKRUPTCY EVENTS** screen displays.

— Click the [Motions/Applications](#) hypertext link.

**STEP 3** The **CASE NUMBER** screen will then display.

— Enter the case number, including the hyphen and click **[Next.]**.

**NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

**STEP 4** The **CASE VERIFICATION** screen displays.

— The case number and debtor name display for verification. Remember the case title is a hyperlink to the docket sheet.

— Click **[Next]**.

**STEP 5** The **MOTIONS/APPLICATIONS SELECTION** screen displays next.

— Click to highlight the first relief and keeping the **[Ctrl]** key depressed, scroll and highlight second relief. Both events will be selected for processing. You may also highlight the first item, scroll down to the second item, depress the **[Ctrl]** key and select the item.

**NOTE:** If you are filing this pleading with another attorney, you would check the box *Joint filing with other Attorney(s)*. Then select the appropriate attorney from the list.

— Click **[Next]**.

**NOTE:** When an attorney or trustee files a document electronically, they will only have to add the party they are representing. The system knows by the attorney login that they will be representing the filer and that information is recorded in the background and displayed on the docket sheet.

**STEP 6** The **PARTY SELECTION** is presented to choose the party filing this motion.

- If the party name does not display in the **Party Selection** box, they need to be added to this case.
- If the party name is already listed on the case, highlight and click **[Next]** and then skip to **Step 16**.
- Click the Add/Create New Party hyperlink.

**STEP 7** The **PARTY SEARCH** screen displays.

- Click in the **Last/Business name** box and enter the last name or business name of the party. A minimum of two characters is required here.
- Click **[Search]** to locate any records matching the search.

**Search Hints:**

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- An asterisk (\*) is a wild card for any (or none) characters.
- Wild cards (\*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (\*son, Gr?y)
- A question mark (?) represents a wild card for one character only.

**STEP 8** The system will then display a list of all parties whose names match the character string you entered.

**NOTE:** Your name search may find more than one record having the same name you entered. 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.

- Click the **[Create new party]** button.

**STEP 9** Fields for the **PARTY INFORMATION** screen are presented for entry. Notice the search clue you entered has been saved.

- Complete all appropriate name fields. The entire business name should be entered in the Last Name field.

**NOTE:** Address information should display only if the party is *pro se*. Noticing for parties will be done through their attorney so the noticing program will retrieve the attorney's address which is already in the attorney roll.

- If the party is represented by an attorney and address information displays, delete the address information before continuing.
- Since this party is represented by an attorney, do not change the Pro Se default value of No.
- Click the Role pick list arrow – and highlight Creditor (cr:cr).
- Click **[Submit]**.

**STEP 10** The **PARTY SELECTION** screen displays again. The new party can now be selected as the party filer.

- Click **[Next]** to continue.

**STEP 11** The **CASE VERIFICATION** screen appears next.

- Click **[Next]**.

**STEP 12** The **ATTORNEY/PARTY ASSOCIATION** screen.

- Although you have selected the party you represent, the application does not automatically link them. This screen, then, is to tell the application that the selected party is represented by you the attorney. To make that association, click in the check box and click **[Next]**.

**NOTE:** If you have already made the association between the attorney and the party listed in this case the ATTORNEY/PARTY ASSOCIATION screen will not appear.

**STEP 13** The next process is associating the imaged document to this entry on the **PDF DOCUMENT** screen.

— Follow these steps to associate the PDF document with this entry:

- Click [**Browse**], then navigate to the directory where the appropriate 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**.
- 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.

— Some courts require additional documentation such as an affidavit or exhibit be **attached** to each motion or application. To illustrate this feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach additional documents to the motion. This exercise will show the process of an attached affidavit.

**NOTE:** Please note that the PDF file for the motions are not **attachments**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

— Click [**Next**].

**STEP 14** Since you clicked the **yes** radio button, the **ATTACHMENT** screen displays.

— There are three steps to the attachment process:

- (1) Click [**Browse**], then navigate to the drive and directory where the appropriate PDF file for the affidavit 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**. 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 Acrobat by clicking on the control box in the upper right hand corner of the window.

- (2) Select **Affidavit** as the attachment type from the drop down list.

You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A " to signify this is Exhibit A. This description appears in docket text.

**NOTE:** The system requires an entry in either the **Type** or **Description** box, or both.

- (3) You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen.

— Click **[Next]** to continue.

**STEP 15** The **FEE** screen appears for the entry of filing fee information. This screen will only appear if it is required by the relief selected.

— With ECF, the attorney does not know the receipt number, he/she enters "CC" signifying payment by credit card in the **Receipt #** box. The \$150 fee amount displays as a default and should not be changed. \*Government Agencies enter 0 for receipt number and 0.00 for amount paid. They are not required to pay fees.

— Click **[Next]**.

**STEP 16** The **In RE:** field allows you to specify what property/vehicle/other that the motions refers to. The text is then carried over to the final docket text screen.

**NOTE:** Depending on the relief selected, other screens may appear in the docket event.

— Click **[Next]**.

- STEP 17** The **MODIFY DOCKET TEXT** screen displays.
- A supplemental text box window and prefix box are available to add more detail to the docket text.
    - Click the – to display the prefix options.
  - Verify the accuracy of the docket text. This is what will print on the docket sheet.
  - If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.
  - If the docket text is correct, click on the **[Next]** button to continue.
- STEP 18** The **FINAL TEXT** screen will appear.

**NOTE:** Read the **WARNING** message. This is the last opportunity to make any changes to this event..

- Verify the Final Docket Text. Read the warning message.
  - If the Final Docket Text is correct,
    - Click **[Next]** to continue and officially submit document.
  - If the final docket text is incorrect:
    - Click the browser **[Back]** button to find the error(s) and proceed with the event.
    - To abort or restart the transaction, return to **Step 1** and begin again.
- STEP 19** The **NOTICE OF ELECTRONIC FILING** screen displays.

The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu.
- When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
- When a copy of the **Notice of Electronic Filing** is e-mailed to each subscriber on the case, the following message will display at the top of the notice:

**Notice of Electronic Filing:**

Case number hyperlink to PACER

Date and time stamp information

Case Title

Document number hyperlink to document (free look)

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

**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.