

Single-Part Motions/Applications

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion that requests only one type of relief. The same steps would be followed for other types of single-relief motions and applications. See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief.

Filing a Single-Part Motion/Application

- 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 displays.
- Enter the case number, including the hyphen, in yy-nnnnn format.
 - Click **[Next]** to continue.
- STEP 4** The **File a Motion** screen displays.
- Verify the case name and case number that is displayed.
 - If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
 - Click **[Next]**.
- STEP 5** The **MOTIONS/APPLICATIONS** relief list displays.
- Highlight the relief that pertains to the motion. **Note:** You may also type the first letter of a relief to immediately move to the list of reliefs that begin with a particular letter.
- The **Joint Filing** selection is located at the bottom of the relief pick list.
- If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.
 - Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

The **Party Selection** is presented to choose the party filing this motion. If the correct party is listed highlight the party and click **[Next]**.

If the party name does not display in the **Party Selection** box, they need to be added to this case (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.

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 to the case can now be selected as the party filer.

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

STEP 11 The **ATTORNEY/PARTY ASSOCIATION** screen displays.

- 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 12 The **CASE VERIFICATION** screen appears. Verify that you are in the correct case name and number. Click **[Next]**.

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.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to the Multi-Part Motion Section for instructions)

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]**.

NOTE: There may be additional screens depending on the relief that you choose. Fill in the fields with the appropriate information.

STEP 14 The **MODIFY DOCKET TEXT** screen displays.

- A supplemental text box window and the prefix box are available to add more detail to the docket text.
 - Click the down arrow – to display the prefix options.
- The supplemental text box window is provided to add more detail to the docket entry. You can enter up to approximately 50 characters.
- Click **[Next]** to continue.

STEP 15 The **FINAL TEXT** screen displays.

- 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.

The system then displays the **NOTICE OF ELECTRONIC FILING** screen.

STEP 16 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.