Objection/Response
to Motions

This lesson explains how to docket an objection (or a response) to a motion or application.

STEP 1   Click the Bankruptcy hyperlink on the CM/ECF Main Menu.

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

—   Click the Answer/Response hyperlink. Answer in this context is not an answer to a complaint. Answers to complaints are found under Adversary menu.

STEP 3   The **ANSWER/RESPONSE TYPE** screen will display next.

—   Click the Reference an existing motion/application hyperlink if you are objecting to a motion or application.

—   Click the Other Answers hyperlink if you are objecting to anything other than a motion or application.

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

—   Enter the correct case number.

—   Click **[Next].**

STEP 5   The **DOCUMENT TYPE** screen displays.

—   Click on the arrow −   and highlight *Objection*.

—   Click **[Next]**.

STEP 6   The **CASE NUMBER VERIFICATION** screen displays.

  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]**.

.**STEP 7**   The **SELECT PARTY** screen displays. All participating parties on the case will display on this screen.

— Highlight the party filing the objection from the list and click **[Next] and skip to step 13.**

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

— Click the **Add/Create New Party** hyperlink.

STEP 8   The **PARTY SEARCH** screen displays.

— You must first search the database to retrieve the party record. If the party is new to your court, a new party record must be created.

— It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

•   Enter one field of data for each search.
•   Format Social Security Number or Tax ID with hyphens.
•   Include punctuation. (O'Brien, Zeta-Jones)
•   Try alternate search clues if your first search is not successful.
•   Partial names may be entered. (Minimum of two 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)

— Click in the **Last/Business name** box and enter the last name or business name of the party. We have entered *house* for Household Finance.

— Click **[Search]**.

STEP 9   The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for *house*.

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.

Your name search may find more than one record having the same name. 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 10   The **PARTY INFORMATION** screen will then appear.

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

NOTE: Address information should be entered 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, accept the pro se default value of No.

— Click to expand the Party Role list arrow –   and highlight Creditor (cr:cr).

— Click **[Submit]**.

STEP 11   The **SELECT PARTY** screen displays again with the new party filer highlighted.

— Click **[Next]**.

STEP 12   Since the party filer and its attorney were just added to the case, the **LINK ATTORNEY/PARTY** screen displays.

— Click in the check box to create the attorney/party association for this case. This establishes the link for queries, reports and docket text.

NOTE: If you have already associated the ATTORNEY/PARTY on this case you will not get this screen

— Click **[Next]**.

STEP 13   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 14   The **PDF DOCUMENT** screen appears

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

•   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.

•   Accept the default setting of **No** to the **Attachments to
          Document** prompt. Attachments will be covered in another
          module. Click **[Next]**.

STEP 15   The **PENDING MOTIONS** screen appears next if you are
          objecting to a motion or application.

—   Check the box beside the motion to which the objection is related
          (Motion to Avoid Lien). If there is more than one possible
          selection, click on the document number hyperlink to view the
          imaged motion.

—   Click **[Next]**.

—   The **REFER TO EXISTING EVENT** screen appears next if you are
          objecting to anything other than a motion or application.

—   Select the category that your objection refers to.

STEP 16   The **MODIFY DOCKET TEXT** screen appears next (if you are
          objecting to a motion or application). If you are objecting to

anything other than a motion or application you will not see this screen.

— Modify or enter text as necessary in the Docket Text field.

— Click **[Next]**.

STEP 17   The **FINAL TEXT WARNING** screen displays next.

NOTE: <u>**Read the WARNING message. This is the last opportunity to correct the docket text.**</u>

— 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.

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

STEP 18   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 though 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.