

Motions/Applications

This procedure explains how to file a motion. The example used is a Motion for Relief from Stay.

STEP 1 Click the [Bankruptcy](#) hyperlink on the ECF Main Menu.



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

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

STEP 3 The **CASE NUMBER** screen displays.

- Enter the case number, including the hyphen. YY-NNNNN.
- Click the **Next** button.

➤ **NOTE:** If the system tells you that you have entered an invalid case number, click the Bankruptcy hyperlink in the blue main menu bar and start over. Do not click on the browser **Back** button. Using the browser **Back** button in this system can cause the system to bump you out so that you need to log in.

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STEP 4 The **MOTION EVENTS** screen displays.

- Use the ▲▼ arrows to scroll to the relief type sought, or type the first letter of the event for a faster search.
- Highlight **Stay (Motion for Relief)** to select it.
- Click the **Next** button.

STEP 5 Is this a Joint filing with other attorney(s)?

- Click the box if yes, or leave blank.

- Click the **Next** button.

STEP 6 The **PARTY/FILER** screen displays.

- Select the filer from the list by clicking on the name. If the party is listed, go to STEP 11
- If the filer is not listed, click the **Add/Create New Party** hyperlink and complete **STEP 7 - STEP 10**.

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

- Enter the last name of the party.

➤ **Note:** ECF is not case sensitive.

- Click the **Search** button.

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

- Select (click on) the party's name from the list. The name may appear many times in the search results. Each time you select a name, a pop-up window appears and displays the name and address associated with that name in the database. You may need to look at each name to find your party.
- If the party is not listed, click the **Create New Party** button.

STEP 9 The **PARTY INFORMATION** screen displays.

- Enter the party information as follows:
 - Last name or business name
 - First name
 - Middle name, if any
 - Generation, i.e., Junior, Senior, III
 - Title - you may skip this field
 - SSN - you may skip this field
 - Office - you may skip this field
 - Address 1, 2 and 3 - you may skip these fields
 - City, State, Zip, County, Country - you may skip these fields
 - Phone, Fax, E-mail - you may skip these fields

- Role type must be selected.** Click on the down arrow for a pick

list. Or, click in the field, type the first letter, i.e., “c” for creditor, and select “Creditor (cr:cr).”

- Click the **Submit** button.

STEP 10 The **PARTY SELECTION** screen displays again.

- The added party’s name should be highlighted. If it is not, click on the name to highlight it.
- Click the **Next** button.

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

- Click the check mark box to associate the attorney with the party.
- Click the **Next** button.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.
- To verify that this is the appropriate document, highlight the document name.
 - Right click with your mouse.
 - Select **open** to view the imaged document.
 - Click **X** in the upper-right corner to exit to image.
 - If correct, double-click the PDF file to select it.
- Select **y** at **Attachments to Document** if you have attachments.
- Click the **Next** button.

STEP 13 The **ATTACHMENTS SELECTION** screen displays. (*Screen appears only when answering **yes** to **attachments to document**.*)

- Click **Browse** to locate and attach the proposed order.
- From within the **Type** list of options, select **Exhibit**.
- And/or, enter a description in the **Description** field. For example, when the attachment is a vehicle title, enter “Vehicle Title” in the field.

- Click **Add to List**. The attachment name and location displays.
- Repeat this step for each attachment that will be included.
- If your document is larger than 2MB in size, an error message is displayed. The document must be broken into smaller parts and each part attached. See instructions in breaking apart an imaged document, refer to the **Breaking up PDF Files** on the court's Procedure web page.
- Click the **Next** button.

STEP 14 The **MOTION DESCRIPTION/FEE DUE** screen displays

- At the prompt, "Relief from stay as to?" enter property description
- Click the **Next** button.

STEP 15 The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen displays. This screen allows you to add a prefix, such as "Amended," to the motion.

- Verify the docket text.
- Click the **Next** button.

STEP 16 The **FINAL TEXT** screen displays.

- Carefully verify the final docket text. This is your last chance to stop the filing if the entry is incorrect
- If correct, click the **Submit** button.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 17 The **NOTICE OF BANKRUPTCY FILING** screen displays.

- Click the browser **[Print]** button to print a copy of this notice.
- You may also save the notice through the browser **File/Save** option.