

The following instructions will guide you through the process of filing and docketing a motion or application in the CM/ECF application.

STEP 1 Select either **Bankruptcy** or **Adversary** depending on the matter you wish to file the motion in, and then click on the **Motions/Applications** or **Motions** hypertext link.

STEP 2 The **Case Number** entry screen displays. (See Figure 1.)

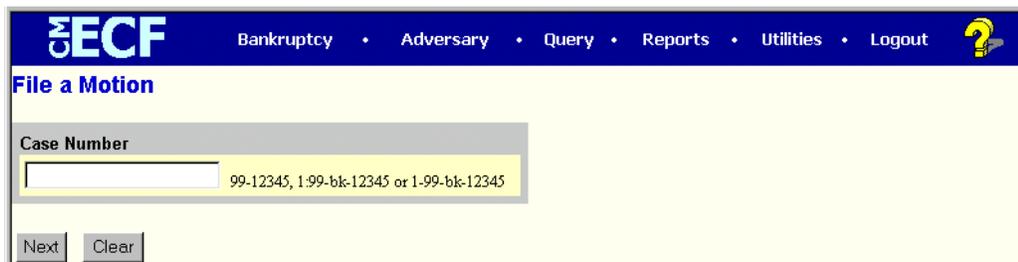
The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a blue navigation bar with the 'CM/ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout', along with a help icon. Below the navigation bar, the page title is 'File a Motion'. A text input field labeled 'Case Number' is highlighted, containing the placeholder text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 1

- ◆ Enter a case number and click on the [Next] button.
- ◆ If the computer prompts that you entered an invalid case number, click on the **Back** hypertext link to re-enter the case number.
- ◆ Click on the [Next] button to continue.

STEP 3 The **File a Motion** screen displays. (See Figure 2.) This screen allows you to select the type of motion/application being filed.

The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a blue navigation bar with the 'CM/ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout', along with a help icon. Below the navigation bar, the page title is 'File a Motion'. A blue hypertext link '01-10002 Shoe Company' is visible. A dropdown menu is open, showing a list of motion types: 'Adequate Protection - Motion', 'Allow - Motion', 'Allow Claims - Motion', 'Allow Payment Arrearages - Motion', 'Amend - Motion', 'Amend Caption - Motion', 'Appoint - Motion', and 'Appointment of Chapter 11 Examiner - Motion'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 2

- ◆ This screen prompts the selection of the motion/application being filed.
- ◆ Using the up and down arrows, scroll through the options to highlight the type of document being filed.
- ◆ If more than one type of document is being filed, click on one document and hold down the **Ctrl** key on your keyboard while clicking on each additional type of document.
- ◆ Click on **[Next]** to proceed, or **[Clear]** to repeat.

STEP 4 The **Joint Filing** screen displays. (See **Figure 3**.)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is "File a Motion:" followed by a link "01-10002 Shoe Company". A checkbox labeled "Joint filing with other attorney(s)." is present and unchecked. Below the checkbox are two buttons: "Next" and "Clear".

Figure 3

- ◆ If the motion is being filed jointly with another attorney(s) left click in the checkbox.
- ◆ Click the **[Next]** button to continue.

STEP 5 The **Select the Party** screen displays. (See **Figure 4**.)

The screenshot shows the ECF interface with the same blue header as Figure 3. The page title is "File a Motion:" followed by a link "01-10002 Shoe Company". Below the header, the text "Select the Party:" is displayed above a dropdown menu. The dropdown menu is open, showing "Shoe Company [pty.db]" and a link "Add/Create New Party". Below the dropdown menu are two buttons: "Next" and "Clear".

Figure 4

- ◆ If the name of the party you are searching for is listed, click on the name

and then click the **[Next]** button to continue.

- ◆ If the name of the party you are searching for is not listed, click on **Add/Create New Party**.

STEP 6 The **Select the PDF Document** screen displays. (See **Figure 5**.)

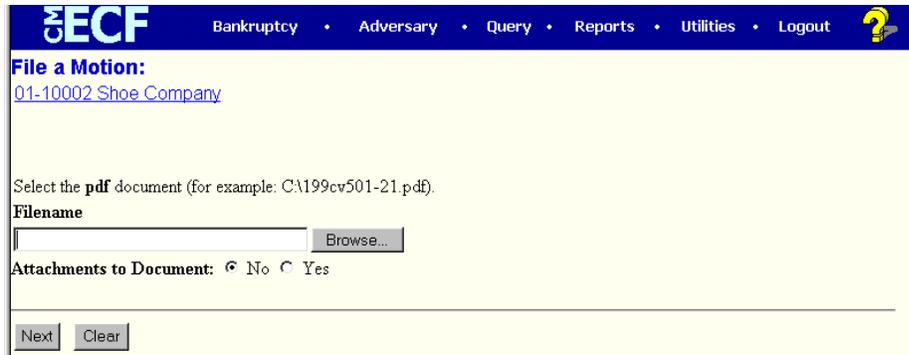
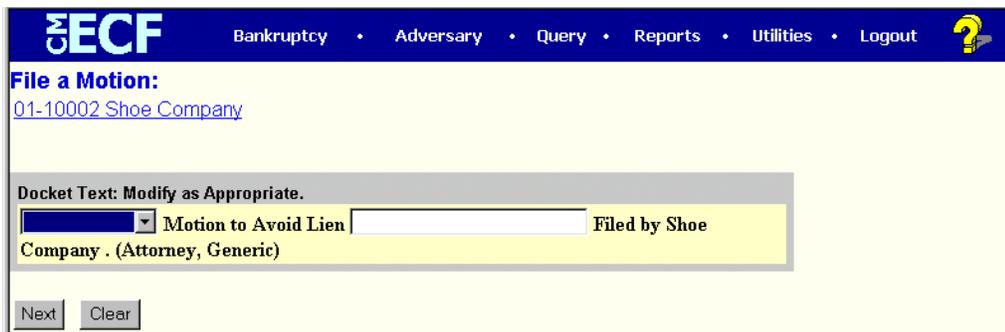


Figure 5

- ◆ Select the PDF filename of the motion you are filing by typing in the directory and path or locate the file with the **[Browse]** button.

STEP 7 The **Modify Docket Text** screen displays. (See **Figure 6**.)



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- ◆ Click on the **Prefix Text** box and click on the appropriate selection, if needed.
- ◆ Click inside the **Free Text** box and enter the style of the motion, if needed.

- ◆ Click the [Next] button to continue.

STEP 8 The **Final Approval** screen displays. (See Figure 7.)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Motion:' followed by a link to '01-10002 Shoe Company'. A grey box contains the docket text: 'Docket Text: Final Text' and 'Motion to Avoid Lien Filed by Shoe Company. (Attorney, Generic)'. Below this, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are two buttons: 'Next' and 'Clear'.

Figure 7

- ◆ Verify the accuracy of the displayed docket text.
- ◆ If accurate, click on the [Next] button to continue.

STEP 9 The **Notice of Electronic Filing** screen displays. (See Figure 8.)

The screenshot shows the ECF interface with the same blue header as Figure 7. The page title is 'File a Motion:' followed by a link to '01-10002 Shoe Company'. The main content area is titled 'Notice of Electronic Filing' and contains the following text: 'The following transaction was received from Attorney, Generic on 6/25/2001 at 8:18 AM EDT'. Below this, the case details are listed: 'Case Name: Shoe Company', 'Case Number: 01-10002', and 'Document Number: 4'. The docket text is repeated: 'Docket Text: Motion to Avoid Lien Filed by Shoe Company. (Attorney, Generic)'. The screen then lists associated documents: 'The following document(s) are associated with this transaction:'. A document description is provided: 'Document description: Main Document', 'Original filename: C:/motion.pdf', and an 'Electronic document Stamp' with a long alphanumeric string. At the bottom, there are two sections: '01-10002 Notice will be electronically mailed to:' and '01-10002 Notice will not be electronically mailed to:'. The contact information for 'Generic Attorney' and 'James Smith' is listed at the bottom.

- ◆ Click on the Print icon at the top of the Netscape screen to print the Notice of Electronic Filing or convert the notice to an .html file.

- ◆ Each notice will include the following:
 - Document
 - Date and Time
 - Case Name
 - Document Number
 - Docket Text
 - Document Description
 - Original Filename (PDF)
 - Electronic Document Stamp