

MOTION FOR ACCESS TO TAX INFORMATION

Tax information filed with the court has restricted access and can only be viewed online by court staff. Access to tax information requires court approval by way of this motion.

- STEP 1** Select **Bankruptcy** from main menu
- STEP 2** Select **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Access to Tax Information** from drop down menu; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box and click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** **Select the Party** or click **Add/Create New Party**; click [NEXT]
- ☛ *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*
 - ☛ *TIP - If this is the first time you are appearing on behalf of this party you will be asked to place a check in the box to create an association. Failure to place a check in the box results in the e:filer NOT receiving Notices of Electronic Filing in this case.*
- STEP 7** Enter the hearing date, time and location in the appropriate fields; click [NEXT]
- STEP 8** Upload the PDF document and any attachments (ie: Certificate of Service, Proposed Order); click [NEXT]
- ☛ *TIP - Be sure to upload the correct .pdf. After Browsing your files, right click on your file name and select open from the pop up menu. If you upload the wrong .pdf and notice the error while you are still on this screen, highlight the file name and click REMOVE from the list.*

- *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

STEP 9 Confirm case information; click [NEXT]

STEP 10 Docket text displays. The entry cannot be modified on this screen. If modification is necessary, abort the transaction and begin again.

SAMPLE DOCKET ENTRY

Motion for Access to Debtor's Tax Information Filed by Test Attorney on behalf of Test Client. Hearing scheduled for 4/13/06 at 9:00 AM in Courtroom Z.

STEP 11 *Notice of Electronic Filing* displays.