

**CROSS MOTION**

Before starting this event, determine the hearing date of the original motion and enter that date in STEP 7 below.

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**STEP 1** Click on **Bankruptcy**

**STEP 2** Click on **Motions/Applications**

**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **Cross Motion** from drop down list; 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**

☛ *TIP - 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** A *Hearing Information* screen display. Use the *Click Here* link to find the judge's hearing dates. Enter a date, time and location; click [NEXT]

**STEP 8** Upload the .pdf; click [NEXT]

☛ *TIP - Supporting documents such as a Certificate of Service or a Proposed Order should be uploaded as an attachment to the main pleading*

**STEP 9** Screen displays, *Select the appropriate event(s) to which this event relates.* Place a check in the box next to the related event.

Variable box states, *Enter Nature of Motion*; click [NEXT]

**STEP 10** Confirm case information; click [NEXT]

**STEP 11** Docket text displays. Review for accuracy. If modification is necessary, abort the transaction and begin again. Modifications cannot be made on this screen.

SAMPLE DOCKET TEXT

*Cross Motion re: (free text). (Related document title and #) Filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time and location]*

**STEP 12** *Notice of Electronic Filing* displays.