

MOTION TO DEPOSIT FUNDS INTO COURT REGISTRY

See [DNJ LBR 3011-1 and 7067-1](#)

Please note that Chapter 7 and 13 Trustees should NOT use this event. Use the *Notice Depositing Unclaimed Funds* event found in the *Miscellaneous Events* category.

STEP 1 Click on **Bankruptcy**

STEP 2 Click on **Motions/Applications**

STEP 3 Enter case number; click [NEXT]

STEP 4 Select *Deposit Funds into Court Registry*; 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 Variable box displays, *Amount to be Deposited*; 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

Motion to Deposit Funds into Court Registry in the amount of [free text]. Filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time, location]

STEP 12 *Notice of Electronic Filing* displays.