

MOTION TO EXTEND TIME

This event is programmed in CM/ECF to automatically transmit statistical information to the Administrative Office of the U.S. Courts pursuant to statutory mandates of BAPCPA. Please be sure this is the most appropriate event for the pleading you are e:fileing.

This event contains 5 radio button options to Extend Automatic Stay, Time to Object to Discharge, Time to File Missing Schedules, Time to Appeal Under Rule 8002(c), Other

Related forms are available on our site under *Forms* → *Recommended Forms and Orders* → (1) [Order Extending Debtor's Exclusive Time to File Plan](#), (2) [Order Re: Extension of Time to File Schedules](#), (3) [Order Extending Time to File Complaint Objecting to Discharge](#)

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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 *Extend Time* 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 5 radio button options display:

Automatic Stay
Time to Object to Discharge
Time to File Missing Schedules
Time to Appeal Under Rule 8002(c)
Other

STEP 10 If you selected *Time to File Missing Schedules*, a linking screen will display to link this motion to the petition.

If you selected *Other*, a variable box will display *Extend What*.

STEP 11 Confirm case information; click [NEXT]

STEP 12 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 Extend [radio button option]. Filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time, location].

STEP 13 *Notice of Electronic Filing* displays.