

**MOTION TO SEVER (fee)**

The fee to sever a case is equal to the filing fee of a new case under the same chapter. There is no fee due, however, if one of the severed cases is being dismissed.

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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 *Sever (fee)* 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** 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 8** CM/ECF displays three sets of radio buttons. The first set responds to the question, *Do you wish to convert the existing or severed case to another chapter?* If you select *Yes*, the following message will display: **To convert this case or a newly severed case, the movant must file a separate Motion to Convert or Notice of Voluntary Conversion in the appropriate case - AFTER this case has been severed.**

The second set is to select the chapter of the case you are currently in.

The third set responds to the question, *Is the severed debtor going to be dismissed?* If you select *Yes*, no fee is due. If you select *No*, the credit card screen will display.

**STEP 9** Variable box displays, *Party to be Separated*. Capitalize the first letters only. Do not use all caps when entering text in CM/ECF.

Select the hearing date, time and location; click [NEXT]

**STEP 10** If one debtor is being dismissed, the filing fee will display; 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 Sever. Party to be Severed: (free text). Filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time, location]*

**STEP 12** A *Summary of Current Charges* screen displays. (If you do not see this screen, it is likely blocked by your pop-up blocker program and you must take the appropriate steps to allow this pop-up). Select **Pay Now** or **Continue Filing**. Do not close this screen by simply clicking the **X** in the upper right corner.

1. If you select **Pay Now**, be sure to print for your records the payment confirmation screen which contains a receipt number for this transaction.
2. If you select **Continue Filing**, please note that it is the court's policy that fees be paid at the time of the filing. Failure to pay the fee will result in an e:mail reminder that the fee is due. If the fee remains unpaid for 3 days, you will be locked out of the CM/ECF system. The only option available to you during lock out is Internet Payments Due. Once the fee is paid, your e:filing privileges will be restored.

**STEP 13**     *Notice of Electronic Filing* displays.

**NOTE: If the purpose of severing the case is to convert one of the joint debtors to another chapter, you must wait until the Motion to Sever is granted and a new case is opened for the severed debtor before filing a Motion to Convert or Notice of Voluntary Conversion. Please be aware that the motion or notice must be filed in the case the movant wishes to convert.**