

APPLICATION TO SHORTEN TIME

File the underlying motions first, then file this Application to Shorten Time and link to the underlying matters. **DO NOT** set a hearing. Skip the *Hearing Information* screen in **STEP** below. After completing all e:filings, contact the appropriate judge by phone or e:mail to indicate an emergent application is pending. A hearing date will be assigned by the judge if the application is granted.

See *Forms - Miscellaneous Forms - [Local Form 1 Application for Order Shortening Time](#) and [Local Form 2 Order Shortening Time](#).*

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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 *Shorten Time* 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**
- ☛ *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** Link this application to the underlying matter(s) by selecting the appropriate category; click [NEXT]
- STEP 9** Place a check in the box next to the appropriate matter(s); 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

Application to Shorten Time (related document # and title) Filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time, location]

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

FOLLOW UP

CONTACT THE APPROPRIATE JUDGE BY PHONE OR E:MAIL TO ADVISE THAT AN EMERGENT APPLICATION IS PENDING.