

**MOTION TO TRANSFER CASE - DIVISIONAL OFFICE**

This event is used to transfer a case to another office within the district of New Jersey. To transfer a case to another district, use *Motion to Transfer Case - Inter District*.

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:filing.

---

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

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

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

**STEP 4** Select *Transfer Case (Divisional Office)* 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** *Select New Office* displays with radio button options for CAMDEN, TRENTON or NEWARK; 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 Transfer Case to [radio button option]. Filed by Test Attorney on behalf of Test Client. Hearing scheduled for [date, time, location].*

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