

MOTION TO VACATE

DO NOT use this event to Vacate the Stay. See also, *Forms* → *Miscellaneous Forms* → [Order Vacating Discharge](#); [Order Vacating Final Decree](#).

STEP 1 Click on **Bankruptcy**

STEP 2 Click on **Motions/Applications**

STEP 3 Enter case number; click [NEXT]

STEP 4 Select *Vacate* 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 *Refer to existing event(s)?* displays. Place a check in the box if appropriate or simply click [NEXT] and proceed to STEP 10

Select the category to which this pleading relates; click [NEXT]

Place a check in the box of the appropriate matter; 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 Vacate (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.