

MOTIONS/APPLICATIONS EVENT LIST
UPDATED AUGUST, 2004

The chart below lists the events in the Motions/Applications Category and provides additional e-filing guidance for certain events. This chart also makes references to local rules, forms and orders. Many of the events are hyperlinked to the specific docketing instructions found in the Court's online attorney docketing manual, [CM/ECF Event Instructions](#).

On July 1, 2004, the court introduced new Recommended Local Forms and Orders. Please review the [Notice to the Bar and Public](#) as well as the [Guidance Document](#) for more information. The chart below makes reference to these new forms and orders where appropriate.

NOTICE AND SERVICE: Pursuant to the *Administrative Procedures for Filing, Signing and Verifying Documents by Electronic Means*, at page 3 “. . . service of documents in hard copy . . . is required to be made in accordance with Fed. R. Bankr.P. 7004, 9014 and 9016.” See also *Commentary Supplementing Administrative Procedures* at page 7 which further addresses the requirement of conventional service for complaints and initiating papers in a contested matter.

TYPE OF MOTION/APPLICATION	ADDITIONAL E:FILING GUIDANCE	COURT GUIDANCE, RULES & FORMS
MOTION FOR ACCOUNTING		
MOTION FOR ADEQUATE PROTECTION		
MOTION FOR ADMINISTRATIVE EXPENSES		
MOTION TO ALLOW PAYMENT OF ARREARAGES	Variable Box states: “Enter the period of arrearages”	
AMENDED MOTION (Also found in Adversary)	Variable Box states: “Enter reason for Amendment” This event provides opportunity to link to related motion.	

<p><u>APPLICATION FOR ATTORNEY TO APPEAR PRO HAC VICE</u> (Also found in Adversary)</p>	<p>Variable Box states: “Enter Name of Attorney to Appear Pro Hac Vice. DO NOT set a hearing. A 5 day deadline is set in this event. The order will be signed or objections will be considered at that time.</p>	<p>See also D.N.J. LBR 2090-1; Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>APPLICATION (GENERIC) (Also found in Adversary)</p>	<p>Variable Box states: “Enter Nature of Application” This event also includes a Prefix box to further clarify the docket text. A 5 day objection deadline is set in this event.</p>	
<p>MOTION TO APPOINT CREDITORS COMMITTEE</p>		
<p>MOTION TO APPOINT TRUSTEE</p>		
<p>MOTION TO ASSUME</p>	<p>Variable Box states: “Enter Nature of Motion”</p>	
<p>MOTION TO AVOID LIEN</p>	<p>Variable Box states: “Enter Lienholder”</p>	<p>Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>MOTION TO COMPEL (Also found in Adversary)</p>	<p>Variable Box states: “Enter to Compel What”</p>	
<p>MOTION TO COMPEL ABANDONMENT (FEE)</p>	<p>Variable Box states: “Property to be Abandoned”</p>	<p>See also Fee Schedule.</p>
<p><u>APPLICATION FOR COMPENSATION</u></p>	<p>This event includes a Prefix box to further clarify the docket text. DO schedule a hearing.</p>	<p>See also DNJ LBR 2016-1, Local Forms 3, 4, 13 and 14 This is NOT to be considered a “First Day Matter” pursuant to the <i>General Order Adopting Guidelines Governing First day Matters..</i></p>

APPLICATION FOR COMPENSATION (UNDER 1000)	Use the Compensation instructions, but DO NOT schedule a hearing. Skip the Hearing Information screen.	
MOTION TO CONSOLIDATE THE FOLLOWING CASES (Also found in Adversary)	Variable Box states: “Enter list of Case Numbers” This motion must be docketed in all related cases.	
MOTION FOR CONTEMPT AGAINST (Also found in Adversary)	Variable Box states: “Contempt Against”	
<u>MOTION FOR ORDER AUTHORIZING DEBTOR TO CONTINUE CREDIT CARD FACILITIES</u>		If this motion requires <u>Expedited Consideration</u> , file an application for expedited consideration after completing this event and link the application to this motion. Notify the appropriate judge by phone or e:mail.
MOTION TO CONVERT CASE TO 11		See also <u>DNJ LBR 1019-1</u> Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
MOTION TO CONVERT CASE TO 12		Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
MOTION TO CONVERT CASE TO 13		Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.

<p>MOTION TO CONVERT CASE TO 7 (FEE)</p>	<p>Do not use this event to file a Notice of Voluntary Conversion to Chapter 7 (Fee). Go to the Miscellaneous Events Category.</p>	<p>See also DNJ LBR 1019-1, Fee Schedule. Follow the links on the court's website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>CROSS MOTION RE: (Also found in Adversary)</p>	<p>Before starting this event, know the return date of the original motion and set the cross motion for the same date. Link the cross motion to the original motion. Variable Box states: "Enter nature of motion"</p>	<p>See also DNJ LBR 9013-1(d).</p>
<p>MOTION TO DECONSOLIDATE CASE ASSOCIATION (Also found in Adversary)</p>	<p>Variable Boxes state: "Enter Lead Case" and "Enter Member Case(s)"</p>	
<p>MOTION TO DEPOSIT FUNDS INTO COURT REGISTRY</p>	<p>Variable Box states: "Amount to be Deposited" NOTE: Chapter 7 and 13 Trustees should not use this Event. Please use Notice Depositing Unclaimed Funds in the Miscellaneous Events category.</p>	<p>See also DNJ LBR 3011-1 and 7067-1</p>
<p>APPLICATION FOR DESIGNATION AS COMPLEX CHAPTER 11 CASE</p>	<p>Link this application to the petition. DO NOT set a hearing. Skip the Hearing Information screen. Notify the judge by phone or e:mail that this application has been filed.</p>	<p>See Also Misc. Forms and Schedule F.</p>
<p>MOTION TO DISMISS CASE</p>	<p>Variable Box states: "Enter reason for dismissal"</p>	<p>Follow the links on the court's website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>

<p>MOTION TO DISMISS ADVERSARY PROCEEDING (Found in Adversary only)</p>		
<p><u>APPLICATION TO EMPLOY</u></p>	<p>Variable Boxes state: “Enter Name of Party to be Employed” and “Enter Type of Party” DO NOT set a hearing. Upon expiration of the 5 day deadline, the court will enter the order or consider objections, if any.</p>	<p>See also <u>DNJ LBR 2014-1</u>. This is NOT to be considered a “First Day Matter” pursuant to the <i>General Order Adopting Guidelines Governing First day Matters</i>. Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the application, certification and proposed order.</p>
<p>MOTION TO ENFORCE (Also found in Adversary)</p>	<p>Variable Box states: “Enter Nature of Motion”</p>	
<p>MOTION FOR 2004 EXAMINATION</p>		
<p><u>APPLICATION FOR EXPEDITED CONSIDERATION OF FIRST DAY MATTERS</u></p>	<p>File all underlying matters first, then file this application and link to all underlying matters. DO NOT set any hearings. Skip the Hearing Information screens. After completing all e:filings, notify the judge via phone or e:mail that the application is pending. Hearing dates will be provided by the judge.</p>	<p>See also <u>Misc. Forms</u>.</p>
<p>MOTION TO EXTEND TIME (Also found in Adversary)</p>	<p>Variable Boxes state: “Enter Nature of Motion” and “Is this Motion to Extend Time to Object to Discharge Entry or n”</p>	<p>DO NOT use this event to Extend Time to File Schedules.</p>

<p>APPLICATION TO EXTEND TIME TO FILE SCHEDULES</p>		<p>If this application requires <u>Expedited Consideration</u>, file the application for expedited consideration after completing this event and link it to the application to extend time. Notify the judge by phone or e:mail that an Application for Expedited Consideration is pending. Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>MOTION TO EXTEND TIME TO OBJECT TO DISCHARGE</p>		<p>Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>MOTION FOR FINAL DECREE</p>		
<p>MOTION FOR HARDSHIP DISCHARGE</p>		
<p><u>MOTION FOR JOINT ADMINISTRATION</u> (Also found in Adversary)</p>	<p>Variable Box states: “Enter the List of Case Numbers” Docket this motion in each related case.</p>	<p>If this motion requires <u>Expedited Consideration</u>, file the application for expedited consideration after completing this event. Link the application to the motion for joint administration. Notify the appropriate judge by phone or e:mail that an application for expedited consideration is pending. Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>

<p><u>MOTION FOR LEAVE TO APPEAL</u> (Also found in Adversary)</p>	<p>To properly link this motion to the appeal, you must first file a <u>Notice of Appeal</u>, located in the <i>Appeal</i> category. DO NOT set a hearing in this event; skip the Hearing Information screen.</p>	
<p>MOTION TO LIMIT NOTICE</p>		
<p>MOTION TO MODIFY CLAIMS</p>	<p>Variable Boxes state: “Enter Modify, Reduce, Expunge or Object To” and “Name of Creditor(s) whose claim is involved”</p>	
<p>MOTION (GENERIC) (Also found in Adversary)</p>	<p>Variable Box states: “Enter Nature of Motion” PLEASE BE SURE THAT THIS IS THE MOST APPROPRIATE EVENT. There is no ability to link to a related matter.</p>	<p>Please see <u>TIPS RE Chapter 11 Initiative</u> for 1st Day Matters using the Motion (Generic) event.</p>
<p>MOTION FOR ORDER AUTHORIZING NOTICING PROCEDURE</p>		<p>If this motion requires <u>Expedited Consideration</u>, file the application for expedited consideration after completing this event. Link the application to the motion for noticing procedure. Notify the judge by phone or e:mail that an Application for Expedited Consideration is pending.</p>
<p><u>APPLICATION TO PAY FILING FEE IN INSTALLMENTS (attorney)</u></p>	<p>DO NOT schedule a hearing; skip the Hearing Information screen.</p>	<p>See also <u>Misc. Forms</u></p>
<p>MOTION FOR PAYMENT OF UNCLAIMED FUNDS IN THE AMOUNT OF</p>	<p>Variable Box states: “Enter payment amount”</p>	<p>See also <u>DNJ LBR 3011-1 and 7067-1.</u></p>
<p>MOTION FOR PROSPECTIVE RELIEF</p>		

MOTION TO QUASH (Also found in Adversary)	Variable Box states: “Enter nature of Motion”	See also DNJ L.B.R. 2004-1
MOTION TO RECONSIDER (Also found in Adversary)		See also DNJ LBR 9013-1(h)
MOTION TO RECUSE JUDGE (Also found in Adversary)	Variable Box states: “Enter last name of Judge”	
MOTION TO REINSTATE CASE (Also found in Adversary)	DO NOT DOCKET THIS EVENT TO A CLOSED CASE.	Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
MOTION TO REINSTATE STAY AS TO CREDITOR	Variable Box states: “Name of Creditor”	
MOTION TO REJECT	Variable Box states: “Enter to Reject What”	
MOTION FOR RELIEF FROM CO-DEBTOR STAY	Variable Box states: “Name of Co-Debtor”	
MOTION FOR RELIEF FROM STAY (FEE)	Variable Box states: “Description of Property”	See also DNJ L.B.R. 4001-1, Fee Schedule . Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
MOTION TO REOPEN CASE (Also found in Adversary)		
MOTION TO REOPEN CH. 11 CASE (fee)	Variable Box states: “Enter reason for reopening”	See also Fee Schedule . Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.

<p>MOTION TO REOPEN CH. 13 CASE (fee)</p>	<p>Variable Box states: “Enter reason for reopening”</p>	<p>See also Fee Schedule. Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>MOTION TO REOPEN CH. 7 CASE (fee)</p>	<p>Variable Box states: “Enter reason for reopening”</p>	<p>See also Fee Schedule. Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>MOTION TO REOPEN CH. 9 CASE (fee)</p>	<p>Variable Box states: “Enter reason for reopening”</p>	<p>See also Fee Schedule. Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p><u>MOTION FOR AN ORDER AUTHORIZING DEBTOR TO RETAIN CLAIMS AND NOTICING AGENT</u></p>		<p>If this application requires Expedited Consideration, file the application for expedited consideration after completing this event. Link the application to the Motion to Retain Claims and Noticing Agent. Notify the appropriate judge by phone or e:mail that an application for expedited consideration is pending.</p>
<p>MOTION FOR SANCTIONS AGAINST (Also found in Adversary)</p>	<p>Variable Box states: “Sanctions Against Whom”</p>	
<p>MOTION TO SELL</p>	<p>Variable Box states: “Enter Property for Sale”</p>	

MOTION TO SEVER	Variable Box states: “Enter additional Relief if Requested: ie convert case” “Party to be Separated”	
<u>APPLICATION TO SHORTEN TIME</u> (Also found in Adversary)	File the underlying matter first, then file the application and link to the underlying matter. DO NOT set a hearing. Skip the Hearing Information screen. After completing all e:filings, contact the judge via phone or e:mail that an emergent application is pending. Hearing dates will be assigned by the judge	See also <u>DNJ L.B.R. 9013-1; Local Forms</u> 1 and 2.
APPLICATION FOR ORDER TO SHOW CAUSE (Found in Adversary only)	Variable Box states: “Enter Nature of Motion”	
MOTION FOR STAY PENDING APPEAL (Also found in Adversary)		
MOTION FOR SUMMARY JUDGEMENT (Found in Adversary only)	Variable Boxes state: “Enter Nature of Judgment”, “In favor of”, “Against Whom”	
MOTION TO TERMINATE WAGE ORDER		
MOTION TO TRANSFER CASE TO (divisional office) (Also found in Adversary)	Variable Box states: “Enter New Office (Camden, Newark or Trenton)”	
MOTION TO TRANSFER CASE TO (inter district) (Also found in Adversary)	Variable Box states: “Enter New District”	
<u>TRUSTEE MOTION TO DISMISS/PAY TRUSTEE/DEFAULT CLAUSE (Newark)</u>		Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.

<p><u>TRUSTEE MOTION TO DISMISS/WAGE ORDER (Camden/Trenton)</u></p>		<p>Follow the links on the court's website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.</p>
<p>TRUSTEE'S MOTION TO DISMISS CASE</p>	<p>Variable Box states: "Enter Reason for Request"</p>	
<p><u>MOTION TO USE CASH COLLATERAL</u></p>		<p>See also <u>Local Form 20</u>. If this application requires <u>Expedited Consideration</u>, file the application for expedited consideration after completing this event and link the application to the Motion to Use Cash Collateral. Notify the appropriate judge by phone or e:mail that an application for expedited consideration is pending.</p>
<p>MOTION TO VACATE</p>	<p>DO NOT use this event to Vacate the Stay.</p>	
<p>MOTION FOR WAGE ORDER</p>		
<p>APPLICATION TO WAIVE APPEARANCE AT 341 MEETING</p>	<p>Variable Box states: "As to which debtor"</p>	
<p>MOTION TO WITHDRAW AS ATTORNEY (Also found in Adversary)</p>		
<p>MOTION FOR WITHDRAWAL OF REFERENCE (FEE) (Also found in Adversary)</p>		<p>See also <u>D.N.J. LBR 5011-1, Fee Schedule</u>.</p>

