
MOTIONS

These instructions provide general guidance for docketing motions and applications. Please refer to the [Motions/Applications Event List](#) for additional information on specific types of motions and applications.

Motions and applications are filed as the main document with the support documents (i.e. brief, certificate of service, proposed order) as attachments, thus creating one docket entry with hyperlinks to the PDF documents. (See [Administrative Procedures](#) at Section II, A, 2)

Motions requesting more than one type of relief are referred to as multipart motions. To select more than one type of motion/application, hold the Ctrl key and click on each motion/application. The resulting docket entry will display alphabetically regardless of the order of your selections.

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.

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Motions/Applications** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **appropriate motion** from drop down list; click [NEXT]

- ☛ The Motion (Generic) event should only be used when no other event appears to be appropriate. Please refer to the [Motions/Applications Event List](#) for a complete list of events.
- ☛ If this is a multipart motion, select the first motion; scroll to the next motion and hold the CTRL key while selecting the second motion. Repeat this for each motion.

- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]
- ☛ *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.*
 - ☛ *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*
- STEP 7a** All of the events in the Motions/Applications category contain a *Hearing Information* screen, but not all motions/applications require a hearing. Refer to the [Motions Applications Event List](#) or consult the judges' calendars posted on the website. If a hearing is not required, click [NEXT] to skip the screen.
- STEP 7b** For matters that require a hearing, click on the hyperlink for the Judge's calendar to determine the next possible hearing date and time; click [BACK] to return to the *Hearing Information* screen. If, after reviewing the judge's calendar, you are still unsure of the hearing date to use, please contact the judge's courtroom deputy or judicial assistant before continuing the event.
- STEP 7c** Enter the hearing date, time and location in the appropriate fields; click [NEXT]
- STEP 8** Upload the PDF document and any attachments.
- ☛ *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
 - ☛ *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*
 - ☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

STEP 9 Depending upon the type of motion/application event you selected, you may be presented with one or more of the following screens after uploading your .pdf.

FEE SCREENS: The amount of the fee will display. You will be presented with credit card payment screens before the final submission of your pleading.

LINKING SCREENS: You will be asked if the event your docketing “Refers to existing event(s)?” If no, click [NEXT]; If yes, place a check in the box and select the category to which your event relates. In large cases, the search will be faster if you enter a document number or range, but these fields are optional and may be left blank. When presented with the event(s) in the category you selected, place a check in the box next to all relevant matters.

VARIABLE BOXES provide unlimited space to free text even though the text may scroll out of the field.

PREFIX BOXES are used to further clarify the docket text. Please review the options available in the drop down list.

STEP 10 Confirm case name and number; click [NEXT]

STEP 11 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Motion for Relief from Stay re: 123 Main Street Filed by Training Attorney on behalf of Sears. Hearing scheduled for 12/10/2003 at 09:00 AM at Courtroom 2, Trenton - KCF. (Trenton, Attorney1)

STEP 12 The credit card payment screen will display if the motion/application requires a fee or if the e:filer has outstanding charges that accrued from prior filings. The credit card payment screen provides options for *Pay Now* or *Continue Filing*. Please note that it is the court’s policy that all fees be paid on the day of the filing; click [NEXT]

STEP 13 **Notice of Electronic Filing (NEF)** displays.