

MOTION FOR ORDER ESTABLISHING NOTICING PROCEDURE

If this motion requires expedited consideration pursuant to the [Guidelines Governing First Day Matters](#), DO NOT set a hearing date in this event. After completing this event, e:file an [Application for Expedited Consideration of First Day Matters](#) and notify the appropriate judge via e:mail.

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- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Noticing Procedure** 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; click [NEXT]
- STEP 7** If this motion requires expedited consideration pursuant to the *Guidelines Governing First Day Matters*, click [NEXT] to skip the Hearing Information screen. Please review the instructions for e:filing an [Application for Expedited Consideration of First Day Matters](#).
- STEP 8** Upload the .pdf file and any attachments; click [NEXT]
- STEP 9** Confirm case name and number; click [NEXT]
- STEP 10** 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 an Order Establishing Noticing Procedure Filed by John Smith on behalf of Big Debtor. (Smith, John)

STEP 11 **Notice of Electronic Filing** displays.