Answers/Consents/Objections/Responses

This module demonstrates the steps to file an answer, consent, objection, or response in the CM/ECF system. This example demonstrates a Trustee's Consent to a Motion for Relief from Stay. The same steps would be followed for any other type of answer, consent, objection or response.

Trustee's Consent to Motion for Relief from Stay

STEP 1   Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

Note: If the response, objection or answer is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2   The **Bankruptcy Events** screen displays.

◆   Click the Trustee/US Trustee hypertext link.

STEP 3   The **Case Number** screen displays.

◆   Enter the complete case number (office code-yy-bk-nnnnn).
◆   Click **[Next]** to continue.

STEP 4   The **Document Type** screen displays. **(See Figure 1)**

Trustee action

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Certificate Re: Delinquency in Chapter 13 Plan Payments
Certificate of Non-Attendance for Debtor(s) failure to attend Section 341 Meeting
Certification of Final Report/Account
Certification of Non-Compliance
Conclusion of Meeting of Creditors and No Distribution Report
Consent to Discharge of Debtor
Consent to Motion for Relief from Stay
Consent to Motion to Modify Confirmed Plan

Next   Clear

Figure 1

◆   Verify the case number and case name.

    ◆   If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.

          Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.

◆   Click the down arrow ▼ to reveal the list of events or press the first letter of the title of the document you are filing. Highlight *Consent to Motion for Relief from Stay*. **Note**: You may continue to press the letter until the document you are filing is highlighted.

◆   Click **[Next]** to continue.

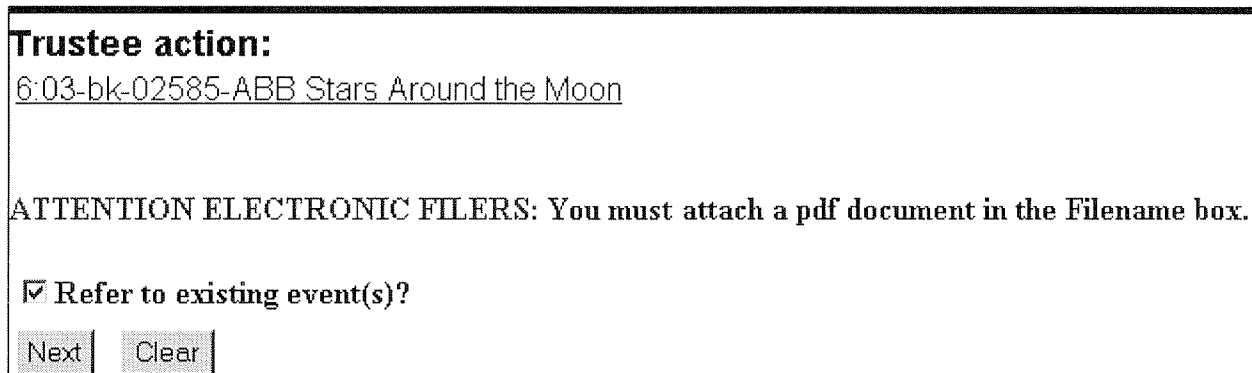**STEP 5**   The **Select the Party** screen displays.

◆   Click to highlight the name of the Trustee filing the response.

◆   Click **[Next]** to continue.

STEP 6   The **PDF Document Selection** screen displays.

◆   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. To verify the correct document right click on the highlighted filename and selecting **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry.

◆   The **Attachments to Document** option defaults to **No.** If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information*)*

◆   Click **[Next]** to continue.

STEP 7   The **Refer to Existing Event** screen displays. **(See Figure 2)**

Trustee action:

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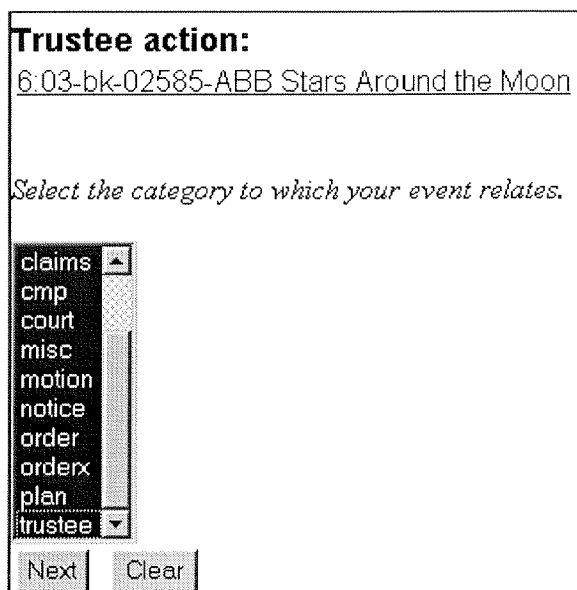ATTENTION ELECTRONIC FILERS: You must attach a pdf document in the Filename box.

☑ Refer to existing event(s)?

[Next]   [Clear]

Figure 2

- ◆   Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to indicate what document is being amended, and by referring to that document a linkage will be created in the system.

- ◆   Click **[Next]** to continue.

STEP 8   The **Document Category** screen displays. **(See Figure 3)**

Trustee action:

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Select the category to which your event relates.

```
claims  ▲
cmp
court
misc
motion
notice
order
orderx
plan
trustee ▼
```

[Next]   [Clear]

Figure 3

- ◆   Left Click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display the docket entries associated with the case.

◆   Click **[Next]** to continue.

STEP 9   A **Document List** displays.

◆   A list of documents are displayed.

◆   Click inside the box next to the document you are responding to in order to include (link) this *consent* to the previously filed document.

◆   Click **[Next]** to continue.

STEP 10   The **Final Docket Text** screen displays. **(See Figure 4)**

Trustee action:

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NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Consent to Motion for Relief from Stay | by Universal Studios | Filed by Trustee
Christine Baker (related document(s)[8]). (Baker, Christine)

| Next | | Clear |

Figure 4

◆   A prefix box and/or supplemental text box window are available to add more detail to the docket text.

•   Click the down arrow ▼ to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v"). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final

First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

◆   A supplemental text box window is provided to add more detail to the docket
         entry. In this example, we have added: "by Universal Studios".

◆   Click **[Next]** to continue.

STEP 11   The **Final Approval** screen displays.

◆   Verify the Final Docket Text. Read the Attention!! message.

◆   If the Final Docket Text is <u>correct</u>,

         ◆   Click **[Next]** to continue and officially submit document.

◆   If the final docket text is <u>incorrect</u>:

         ◆   Click the browser **[Back]** button to find the error(s) and proceed with
                  the event.

         ◆   To abort or restart the transaction, return to **Step 1** and begin again.

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

◆   Scroll down to see participants who have and have not registered for

electronic noticing on this case.

♦ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

♦ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

♦ To print a copy of this notice click the browser **[Print]** icon.

♦ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.

♦ You may also save the notice through the browser **File/Save** option.

Short Steps:

Step 1	Click Bankruptcy
Step 2	Click Trustee/US Trustee
Step 3	Enter Case Number
Step 4	Select Type of Answer/Consent/Objection/Response
Step 5	Select Party Filer
Step 6	Associate PDF Document
Step 7	Refer to Existing Event
Step 8	Document Category
Step 9	Link to Related Document
Step 10	Edit/Verify Final Docket Text
Step 11	Final Approval
Step 12	Notice of Electronic Filing