

**CHAPTER 12**  
**ANSWERS, CONSENTS,**  
**OBJECTIONS & RESPONSES**

## 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.

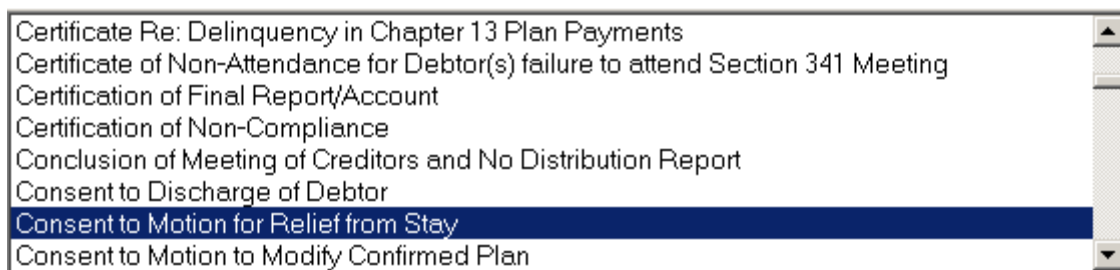
**STEP 3** The **Case Number** screen displays.

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

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### Trustee action

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Next Clear

**Figure 1**

**STEP 4** The **Document Type** screen displays. (See 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**  **Filed by Trustee**  
**Christine Baker (related document(s)[8]). (Baker, Christine)**

**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 correct,
  - Click **[Next]** to continue and officially submit document.
- If the final docket text is incorrect:
  - 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                      |