

Motions/Applications

This module demonstrates the steps to file a motion/application in the CM/ECF system. This example demonstrates the electronic filing of a *Motion to Dismiss Case*. The same steps would be followed for other types of motions/applications. As a trustee, many of the commonly docketed motions/applications will be found in the Trustee/US Trustee category.

Motion to Dismiss Case

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

Note: If the motion or application is in an adversary proceeding, choose the Adversary hypertext link.

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

- ◆ Click 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 **Trustee Action** screen displays.

- ◆ Verify the case name and case number that is displayed.
 - ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of motions or press the “a” for applications or “m” for motions. Highlight *Motion to Dismiss*. **Note:** You may continue to press the “a” or “m” until the motion/application you are filing is highlighted.
- ◆ Click **[Next]** to continue.

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

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (in this example, the trustee).

- ◆ Click to highlight and select the trustee.
- ◆ 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. Verify you have selected the correct document by right clicking 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.

- ◆ This event allows you to relate the motion/application to a previously filed document. Most motion/applications will not relate to a previously filed document. This event will be used for amended motions, responses or objections which will be covered in another section.
- ◆ Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 1)

Trustee action:

6:03-bk-02585-ABB Stars Around the Moon

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Motion to Dismiss Case for failure to appear at 341 M Filed by Trustee
Christine Baker . (Baker, Christine)

Figure 1

- ◆ A prefix box and 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: “for failure to appear at 341 Meeting” to indicate why dismissal is appropriate.
- ◆ Click **[Next]** to continue.

STEP 9 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 10 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.