

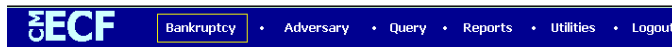
## FILING A MOTION

Motions may be filed in bankruptcy cases and adversary proceedings. In either case, the process and screens are basically the same.

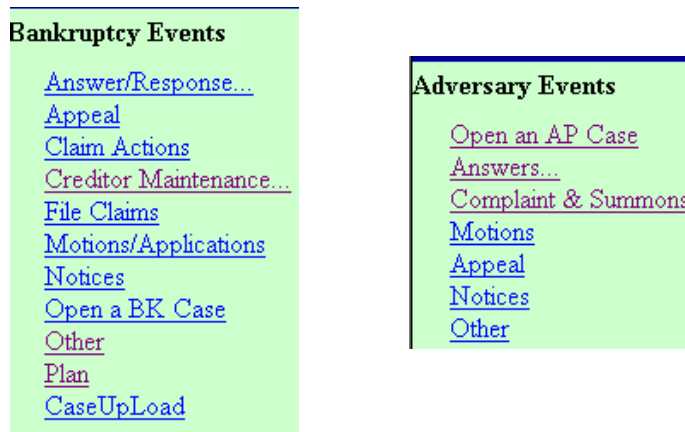
**NOTE:** If the motion requires a hearing date, **BEFORE** filing it, you should go to our website and check the judges' motion days to determine an appropriate hearing date and time for the notice.

Our website address is [www.laeb.uscourts.gov](http://www.laeb.uscourts.gov) . Then click on the hyperlink "General Info."

- \* Click **Bankruptcy** or **Adversary** on the CMECF Main Menu Bar as shown below depending on whether the motion is being filed in the main Bankruptcy case or in an Adversary proceeding.

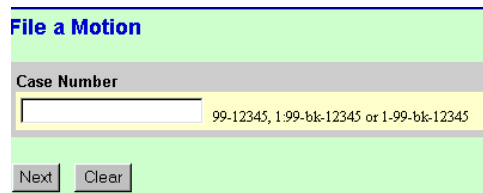


Depending on your choice on the previous screen, the **Bankruptcy Event** or the **Adversary Events** screen appears.



- \* Click **Motions/Applications**.

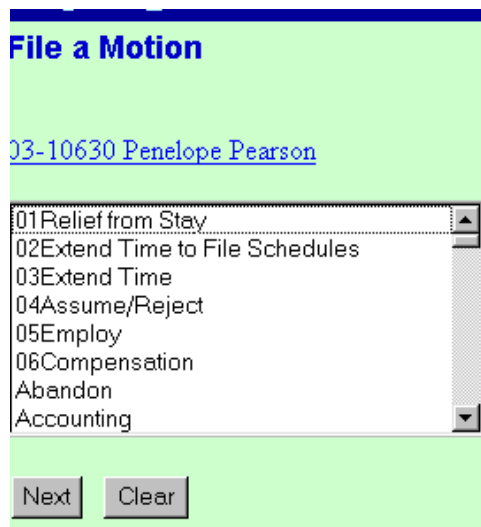
The **Case Number** screen appears.



The screenshot shows a window titled "File a Motion" with a light green background. Below the title bar, there is a section labeled "Case Number" with a text input field. To the right of the input field, the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345" is displayed. At the bottom of the window, there are two buttons: "Next" and "Clear".

- \* Enter the correct case number including the hyphen.
- \* Click **Next**.

The **Document Selection** screen appears with the case name and number displayed as a hyperlink.



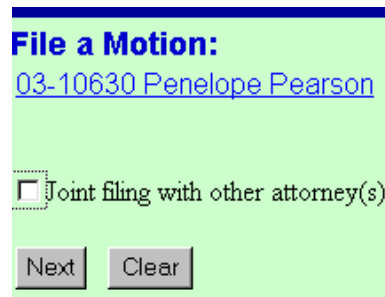
The screenshot shows a window titled "File a Motion" with a light green background. Below the title bar, there is a hyperlink "03-10630 Penelope Pearson". Below the hyperlink, there is a list box containing the following items: "01Relief from Stay", "02Extend Time to File Schedules", "03Extend Time", "04Assume/Reject", "05Employ", "06Compensation", "Abandon", and "Accounting". At the bottom of the window, there are two buttons: "Next" and "Clear".

- \* Select the title of the document being filed.

**NOTE:** If it is a two-part motion, select the first part, then press and hold down the [Ctrl] key and select the second part. When both parts are highlighted,

- \* Click **Next**.

The Joint filing screen appears as shown below.



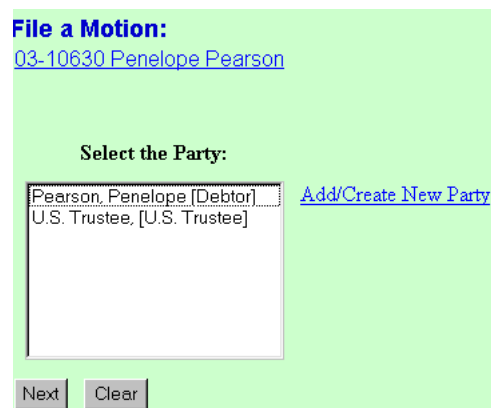
**File a Motion:**  
[03-10630 Penelope Pearson](#)

Joint filing with other attorney(s).

Next Clear

- \* If another attorney is joining in the filing of this document, then select the box.
- \* If this is not a joint filing, do not select the box.
- \* Click **Next**.

The **Party Selection** screen appears.



**File a Motion:**  
[03-10630 Penelope Pearson](#)

Select the Party:

Pearson, Penelope [Debtor]	<a href="#">Add/Create New Party</a>
U.S. Trustee, [U.S. Trustee]	

Next Clear

- \* If the party on whose behalf the motion/application is being filed is included in the party list, **select the party** then click **Next** and proceed to Page 8.5.

- \* If the party is NOT included in the party list, click **Add/Create New Party**.

The **Party Search** screen appears as shown below.

The screenshot shows the ECF Party Search interface. At the top, there is a blue header with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. Below the header, the page is titled 'Search for a party'. There are three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. Below these fields are two buttons: 'Search' and 'Clear'.

- \* Enter the party's last name or business name.
- \* Click **Search**.

If there are no matches, the system will return a **No Person Found** message as shown below.

This screenshot shows the same ECF Party Search interface as the previous one, but with search results. The 'Party search results' section displays the message 'No person found.' in a yellow highlighted box. Below this message is a button labeled 'Create new party'.

- \* Make sure your search criteria is accurate.

If the party is not found on the first try, use different criteria to search again.

- \* If the party's name does not appear, click **Create New Party** as shown below.

This screenshot is identical to the previous one, showing the 'No person found' message and the 'Create new party' button highlighted in yellow.

The **Party Information** screen appears.

Party Information

Last name Parish First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe no Role blank (blank)

Party text

Submit Cancel Clear

\* Enter the creditor’s information in the appropriate field(s).

**NOTE:** When adding a party to a case, select the **ROLE** to properly identify the party.

\* Expand the **Role** field by clicking on the down arrow to the right of the Role box as shown in the screen below.

Accountant (acc:prf)  
Alleged Debtor (adb:pty)  
Appraiser (app:prf)  
Assist. U.S. Trustee (aust:tr)  
Attorney (aty:pty)  
Auctioneer (auc:prf)  
Auditor (aud:prf)  
BK Petition Preparer (bkpp:pty)  
Broker (br:prf)  
Consultant (consult:prf)  
Counter-Claimant (cc:pty)  
Counter-Defendant (cd:pty)  
Cred. Comm. Chair (crcmch:pty)  
Creditor (cr:cr)  
Creditor Committee (crcm:pty)  
Cross Defendant (crd:pty)  
Cross-Claimant (crc:pty)  
Debtor (db:pty)  
Debtor In Possession (dbpos:pty)  
Defendant (dft:pty)  
Debtor (db:pty)

\* Select **Creditor**.

\* Click **Submit**.

The **Select Party** screen appears again which screen now includes and highlights the added creditor.

The screenshot shows a web interface titled "File a Motion:" with the case number "03-10630 Penelope Pearson". Below the title, there is a section labeled "Select the Party:". A dropdown menu is open, displaying three options: "Parish Finance, [Creditor]" (which is highlighted), "Pearson, Penelope [Debtor]", and "U.S. Trustee, [U.S. Trustee]". To the right of the dropdown menu is a link labeled "Add/Create New Party". At the bottom of the screen, there are two buttons: "Next" and "Clear".

\* Click **Next**.

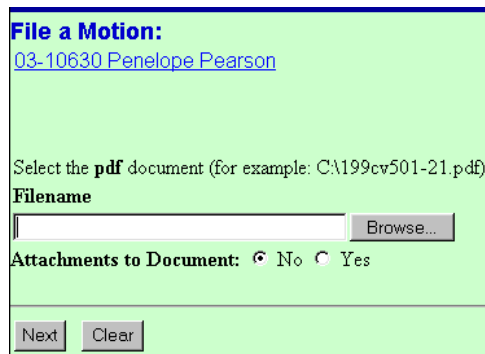
The **Attorney/Party Association** screen appears.

The screenshot shows the same "File a Motion:" interface. Below the case information, there is a text prompt: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text, there is a checkbox followed by the text "Parish Finance, (cr:cr) represented by Crotty, Attorney (aty)". At the bottom of the screen, there are two buttons: "Next" and "Clear".

\* Click the box to establish the association between you and your creditor client.

\* Click **Next**.

The **PDF Selection** screen appears as shown below.

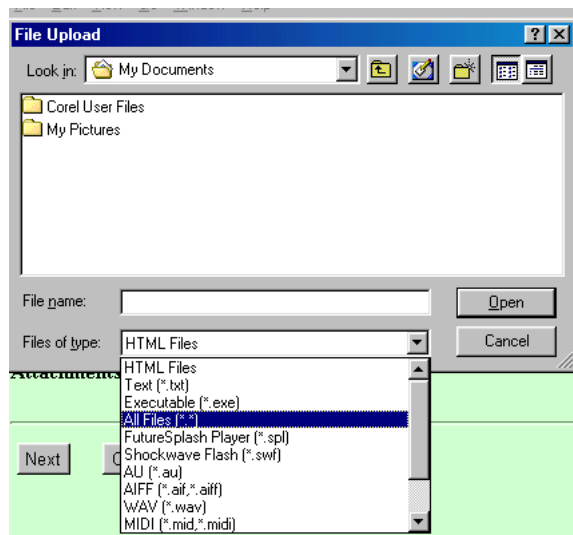


You need to locate, preview and associate the PDF file with the docket entry.

- \* Click the **Browse** button.

The File Upload screen appears as shown below.

- \* Click the down arrow to the right of the **Files of type** field as shown.



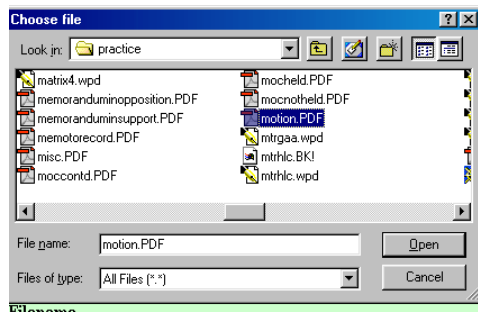
- \* In the drop-down box, click on **All Files(\*.\*)**.
- \* Locate the appropriate PDF file.



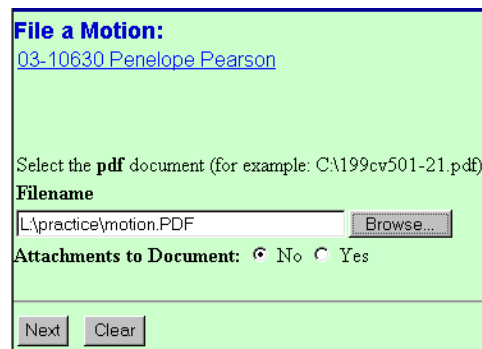
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe Title bar.

This will bring you back to the File Upload window.

- \* Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This associates the PDF file with the docket entry as shown in the screen below.



- \* **If there is an attachment to the file**, select the **Yes** box to the right of the “attachment” prompt.

- \* Click **Next**.

**NOTE:** An attachment will be a separate PDF document which includes, for example, a promissory note or a legal description, etc.

An attachment will be identified in the docket text and the attachment image will be accessible by clicking on the hyperlink within the docket entry.

- \* **If there is no attachment to the motion**, accept the default of **No**.
  
- \* Click **Next** and proceed to Page 8.13.

## IF THERE IS AN ATTACHMENT TO THE MOTION,

If you selected **Yes** to the “Attachment” prompt,

The **Attachment Selection** screen appears as shown below.

**File a Motion:**  
[03-10630 Penelope Pearson](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

Browse...

2) Select a document type and/or enter a description.

Type	Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

You need to locate, preview and associate the attachment file.

- \* Click **Browse**.
- \* Locate, preview and associate the “attachment” file.
- \* After you have the attachment file associated with the entry, type a brief description of the attachment in the **Description** box as shown below.

**File a Motion:**  
[03-10630 Penelope Pearson](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

L:\practice\attachment.PDF Browse...

2) Select a document type and/or enter a description.

Type	Description
	Contract

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- \* Click **Add to List**.

The file is added to the **List** box as shown below and the cursor returns to Step 1 of the screen.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is green and contains the following instructions and form fields:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

[Text Input Field] [Browse...]

2) At your option, select a document type and/or enter a description.

Type	Description
[Dropdown Menu]	[Text Input Field]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

\\practicel\attachment.PDF	[Add to List]
[List Box]	[Remove from List]

[Next]

To include additional “attachment” files, repeat from Step 1 on the screen.

\* When all “attachment” files have been associated, click **Next**.

(Continued on next page)

The **Receipt** screen appears.

**File a Motion:**  
[03-10630 Penelope Pearson](#)

Receipt #.  Fee: \$75

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For Court Public Users Only: Please Pay Fees Before Exiting the Clerk's Office.

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Complete the Docket Window With A Brief Description of the Property, Enter Real Estate for Real Estate or Year and Model for Automobile.

**NOTE:** When filing a Motion for Relief from the Stay, the Receipt screen will advise that you must complete the next screen by entering a brief description of the collateral or subject of the motion.

- \* Enter your form of payment, either **leave field blank** (for credit card) or **o** (for other).
  
- \* Click **Next**.

The **Modify Docket Text** screen appears as shown below.

**File a Motion:**  
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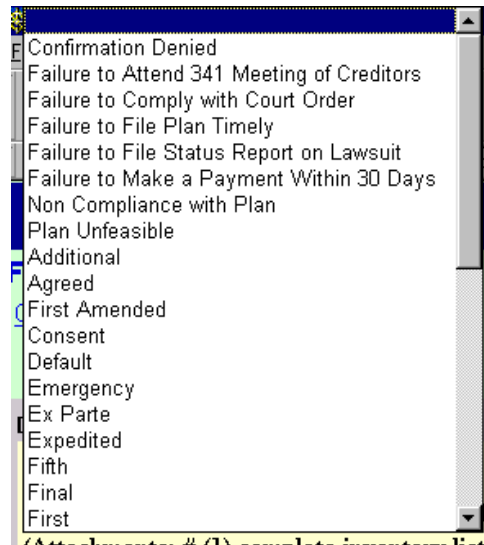
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For Court Public Users Only: Please Pay Fees Before Exiting the Clerk's Office.

Docket Text: Modify as Appropriate.

. Receipt Number cc, Fee Amount \$75. Filed by Attorney Crotty of Crotty & Crotty on behalf of Parish Finance . (Attachments: # (1) Contract) (Crotty, Attorney)

If appropriate, choose a prefix such as *Emergency* or *Unopposed* from the **Prefix** pick list as shown below.



When necessary you may add additional text in the “Optional Text” box highlighted in the screen below.

**File a Motion:**  
[03-10630 Penelope Pearson](#)

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For Court Public Users Only: Please Pay Fees Before Exiting the Clerk's Office.

Docket Text: Modify as Appropriate.

Receipt Number cc, Fee Amount \$75. Filed by Attorney Crotty of Crotty & Crotty on behalf of Parish Finance . (Attachments: # (1) Contract) (Crotty, Attorney)

**NOTE:** If your motion is requesting relief from the stay, in the optional text box, type a brief description of the subject of the motion, i.e., 1998 Ford Taurus or Real Estate at 1234 Copper Road, NO, LA.

\* When the entry is correct, click **Next**.

The Final Docket Text screen appears as shown below.

The screenshot shows a web interface for filing a motion. At the top, it says "File a Motion:" followed by a blue hyperlink "03-10630 Penelope Pearson". Below this is a grey box containing the text: "Docket Text: Final Text" and "Motion for Relief from Stay on Real Estate at 905 Colonial Oaks Drive, New Orleans. Receipt Number cc, Fee Amount \$75. Filed by Attorney Crotty of Crotty & Crotty on behalf of Parish Finance. (Attachments: # (1) Contract) (Crotty, Attorney)". Below the grey box is a red "Attention!!" warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are two buttons: "Next" and "Clear".

- \* Carefully check the entry. This is your last chance to make any changes or corrections or to abort the transaction.

**NOTE:** BEFORE the final submission of an entry, you may use the browser **BACK** button at any time during a docketing process to verify or make corrections to a prior screen.

**BEFORE** the final submission of an entry, you may cancel or abort an event at any time during the docketing process by clicking on another menu option on the CMECF Main Menu Bar.

- \* If the entry is correct, click **Next**.

The Notice of Electronic Filing appears.

When clicking on any hyperlink, attorneys will be presented with their PACER login screen.

Clicking on the case number hyperlink will present the docket report.

Clicking on the document number hyperlink will present the imaged document.