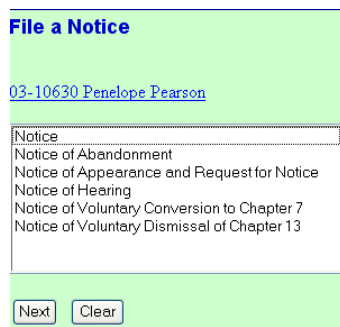


## FILING A NOTICE OF HEARING

- \* Click **Bankruptcy** on the CMECF Main Menu Bar.
- \* At the Bankruptcy Events screen, click **Notices**.
- \* At the Case Number screen, enter your case number.
- \* Click **Next**.

The Notice Selection screen appears as shown below.



**File a Notice**

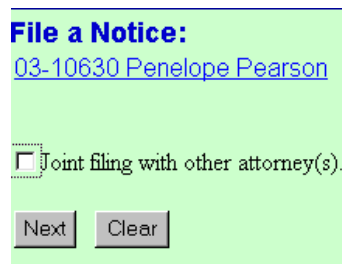
03-10630 Penelope Pearson

Notice  
Notice of Abandonment  
Notice of Appearance and Request for Notice  
Notice of Hearing  
Notice of Voluntary Conversion to Chapter 7  
Notice of Voluntary Dismissal of Chapter 13

Next Clear

- \* Select the type of notice being filed.
- \* Click **Next**.

The Joint Attorney screen appears.



**File a Notice:**

03-10630 Penelope Pearson

Joint filing with other attorney(s).

Next Clear

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

The **Party Selection** screen appears.

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

**Select the Party:**

Parish Finance, [Creditor]    [Add/Create New Party](#)  
Pearson, Penelope [Debtor]  
U.S. Trustee, [U.S. Trustee]

Next    Clear

- \* Select the party on whose behalf the notice is being filed.
- \* Then click **Next**.

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

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

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

   Browse...

**Attachments to Document:**     No     Yes

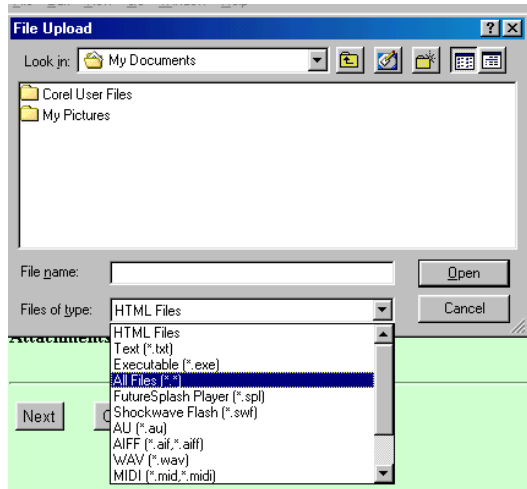
Next    Clear

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 below.



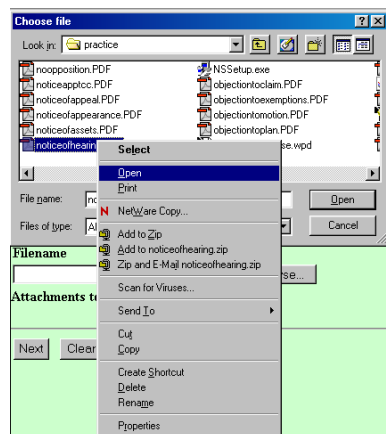
- \* In the drop-down box, click on **All Files(\*.\*)**.

- \* Locate the appropriate PDF file.

**NOTE:** Always preview a file before you associate it with the docket entry.

- \* To preview the file, right click the file.

A drop-down menu will appear as shown below.

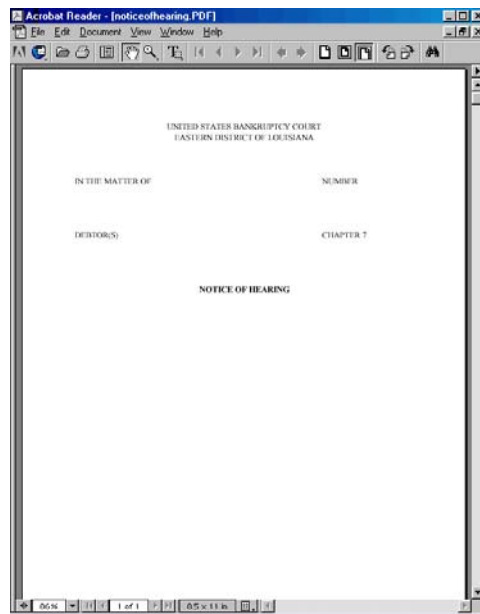


- \* Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



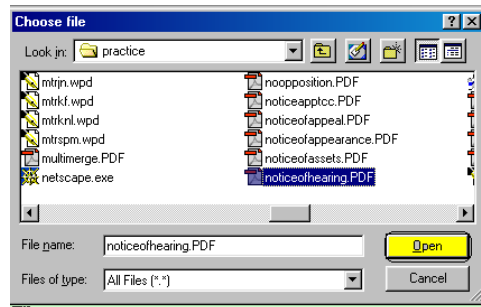
The selected file will open with Adobe Acrobat Reader.



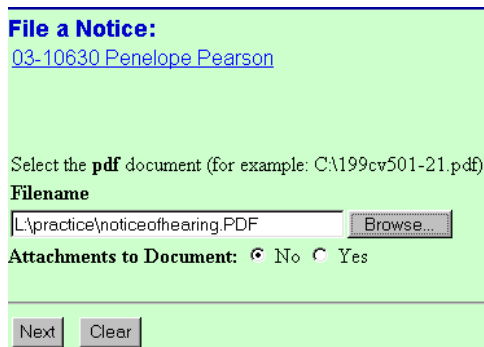
- \* Check the file to confirm that it is the correct one.
  
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe Title bar.

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.



- \* When the file is associated, click **Next**.

The **Hearing Information** screen appears as shown on the next page.

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

**Hearing Information**

Hearing Date:  Hearing Time:   AM  PM

Location:

---

Select the category to which your event relates.

Type  
 answer  
 appeal  
 appeala  
 claims  
 cmp  
 court  
 crcl  
 misc  
 miscap

\* Using numbers and slashes, enter the Date, Time and Location of the hearing in the appropriate fields as shown in the screen below.

\* In the **Related Category** box, select the **Motion** category.

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

**Hearing Information**

Hearing Date:  Hearing Time:   AM  PM

Location:

---

Select the category to which your event relates.

answer  
 appeal  
 appeala  
 claims  
 cmp  
 court  
 crcl  
 misc  
 miscap  
 motion

**Note:** The following are current addresses:  
 Section "A" - 500 Poydras St., Suite B-709, New Orleans, LA 70130

Section "B" - 500 Poydras St., Suite B-705, New Orleans, LA 70130

\* Click **Next**.

The system brings up all pending motions in the case.

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

Select the appropriate event(s) to which your event relates:

09/12/2003 4 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)

\* Select the box to the left of the motion to which the notice refers.

\* Click **Next**.

The next screen as shown below will show the schedule records associated with the docket entry.

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

Type	hrg
Date	10/24/2003
Time	02:15
Location	501 Magazine Street, Suite 709
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

09/12/2003 4 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)

\* Verify the date, time and location of the hearing.

\* **To designate the docket entry to which your notice refers,**

**select the box next to the motion you're noticing for hearing as shown in the screen below.**

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

Type	hrg
Date	10/24/2003
Time	02:15
Location	501 Magazine Street, Suite 709
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

09/12/2003 4 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)

\* Click **Next**.

The **Modify Docket Text** screen appears.

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

**Docket Text: Modify as Appropriate.**

Notice of Hearing

Filed by Parish Finance (RE: related document(s) [4] Motion for Relief From Stay, filed by Creditor Parish Finance). Hearing scheduled for 10/24/2003 at 02:15 PM at 501 Magazine Street, Suite 709. (Crotty, Attorney)

\* Check the information. If everything is correct, click **Next**.

The **Final Docket Text** screen appears.

The screenshot shows a web interface with a light green background. At the top, it says "File a Notice:" followed by a blue hyperlink "03-10630 Penelope Pearson". Below this is a grey header bar with the text "Docket Text: Final Text". The main content area has a yellow background and contains the text: "Notice of Hearing Filed by Parish Finance (RE: related document(s) [4] Motion for Relief From Stay, filed by Creditor Parish Finance). Hearing scheduled for 10/24/2003 at 02:15 PM at 501 Magazine Street, Suite 709. (Crotty, Attorney)". Below the text is a red warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom, there are two buttons: "Next" and "Clear".

- \* Read the docket entry carefully.

This is your last opportunity to make any corrections.

**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 as shown on the next page which notice states the date and time of filing and furnishes hyperlinks to the PDF document and the docket sheet .

This is your proof of filing. It is strongly recommended that you print this notice for your records.

**File a Notice:**

[03-10630 Penelope Pearson](#)

**U.S. Bankruptcy Court  
Eastern District of Louisiana**

Notice of Electronic Filing

The following transaction was received from Crotty, Attorney entered on 9/16/2003 at 12:13 PM CDT and filed on 9/16/2003

**Case Name:** Penelope Pearson

**Case Number:** [03-10630](#)

**Document Number:** [5](#)

**Docket Text:**

Notice of Hearing Filed by Parish Finance (RE: related document(s) [4] Motion for Relief From Stay, filed by Creditor Parish Finance). Hearing scheduled for 10/24/2003 at 02:15 PM at 501 Magazine Street, Suite 709. (Crotty, Attorney)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** L:\practice\noticeofhearing.PDF

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=988663450 [Date=9/16/2003] [FileNumber=66387-0] [538c5d1cf146d629b865aceb0450dad01f74cbb627b535bf03cad8e5d3aa72e99d8a2048fd13e8b86003f98d0f385666a4876a8f3693f46b1b9761b1f6696e5f]]

**03-10630 Notice will be electronically mailed to:**

**03-10630 Notice will not be electronically mailed to:**

Attorney Crotty  
Crotty & Crotty  
9999 Mount Rushmore Road  
New Orleans, LA 70130