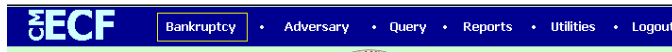


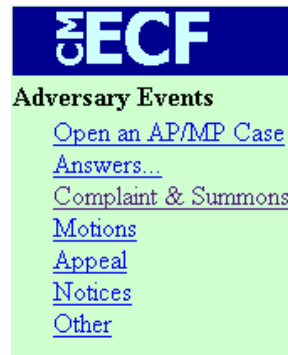
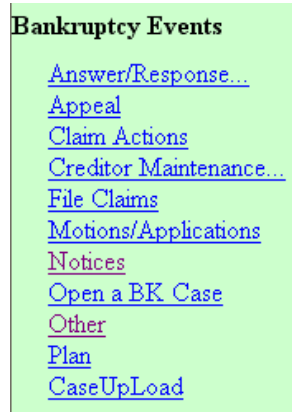
FILING AN OBJECTION TO A MOTION

Filing an objection to a motion in a bankruptcy case or in an adversary proceeding is the same basic process.

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

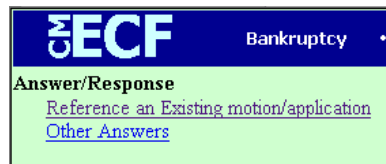


Depending on your choice on the previous screen, the **Bankruptcy Event** or the **Adversary Events** screen appears.



- * Click **Answer/Response** or **Answer**.

The **Answer/Response** screen appears as shown below.



- * Click **Reference an Existing motion/application**.

The **Case Number** screen appears as shown below.

The screenshot shows a green background with the title 'File an answer to a motion' in blue. Below the title is a grey header 'Case Number'. Underneath is a text input field containing '03-10630'. To the right of the input field is a yellow tooltip box containing the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

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

The next screen appears with the case name and number as a hyperlink as shown below prompting you to select the type of answer/response being filed.

The screenshot shows a green background with the title 'File an answer to a motion' in blue. Below the title is a blue hyperlink that reads '03-10630 Penelope Pearson'. Underneath the hyperlink is a blue dropdown menu with a white arrow pointing down. At the bottom of the form are two buttons: 'Next' and 'Clear'.

- * Click the down arrow to the right of the box and select **Objection**.
- * Click **Next**.

The Attorney Joint Filing screen appears.

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

The **Party Selection** screen appears similar to the one shown below.

File an answer to a motion:
[03-10630 Penelope Pearson](#)

Select the Party:

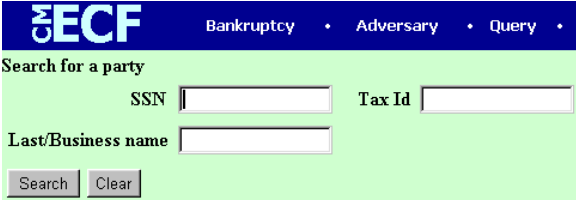
Parish Finance, [Creditor]
Pearson, Penelope [Debtor]
U.S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- * **If the party on whose behalf the document is being filed is included in the party list**, select the party then click **Next** and proceed to Page 12.6.
- * **If the party is NOT included in the party list**, click the **Add/Create New Party** button and proceed to the next page.

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



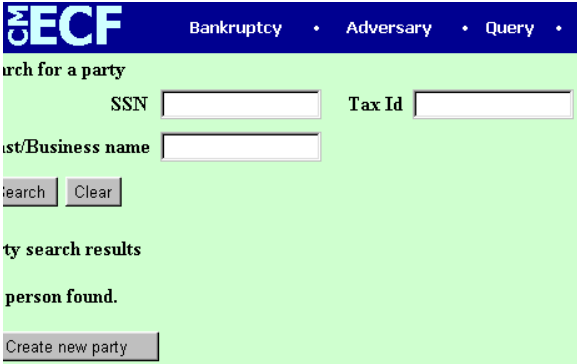
- * Enter the party's last name or business name then click **Search**.

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

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 **No Person Found** message appears, click **Create New Party**.



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

The screenshot shows a form titled "Party Information" with a light green background. The form contains the following fields: Last name (text box with "Parish" entered), First name (text box), Middle name (text box), Generation (text box), Title (text box), SSN (text box with "222-11-1234" entered), Tax ID (text box), Office (text box), Address 1 (text box), Address 2 (text box), Address 3 (text box), City (text box), State (text box), Zip (text box), County (dropdown menu), Country (text box), Phone (text box), Fax (text box), E-mail (text box), ProSe (dropdown menu with "no" selected), Role (dropdown menu with "blank (blank)" selected), and Party text (text box). At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear".

- * Enter the party's information in the appropriate field(s).
- * The default in the **Pro se** field is **No**. Accept the default.
- * Expand the **Role** field by clicking on the down arrow to the right of the Role box as shown in the screen below.

The screenshot shows a dropdown menu for the Role field. The menu is open, displaying a list of roles with their corresponding codes in parentheses. The roles listed are: 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), and Debtor (db:pty). The dropdown arrow is visible at the bottom right of the list.

- * Select the appropriate role.
- * Click **Submit**.

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

File an answer to a motion:
03-10630 Penelope Pearson

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

Filename

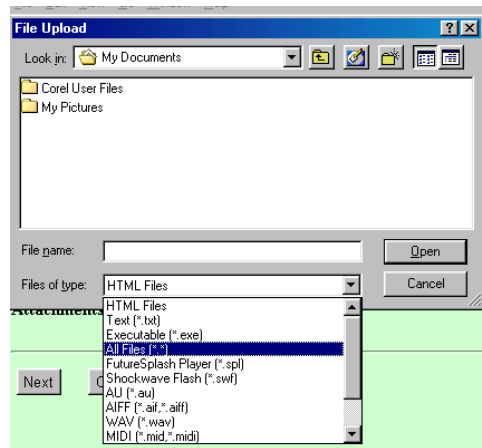
Attachments to Document: No Yes

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.



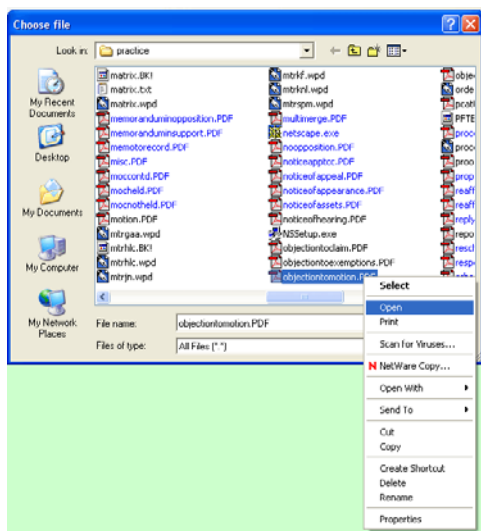
- * In the drop-down box, click on **All Files(*.*)**.

- * Locate the appropriate pdf file.

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 similar to the one below will appear.

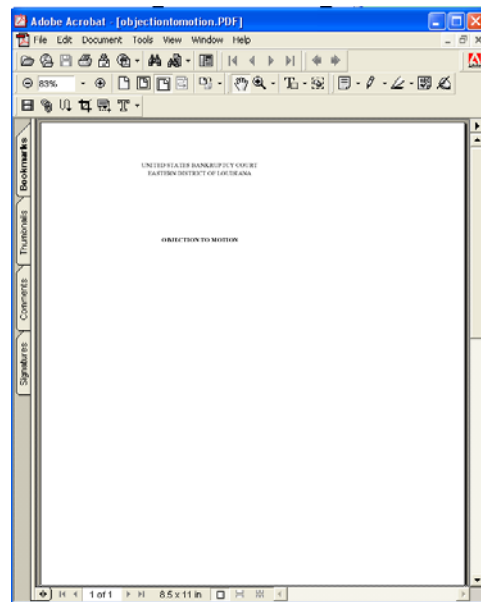


- * Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



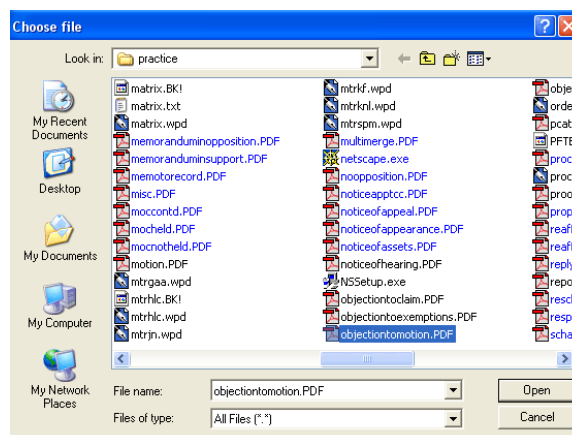
The selected file will open with Adobe Acrobat Reader.



- * 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.

File an answer to a motion:
03-10630 Penelope Pearson

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

Filename
L:\practice\objectiontomotion.PDF

Attachments to Document: No Yes

- * If there is no attachment to the objection, accept the default of **No** and click **Next**.

- * If there is an attachment, select **Yes** then click **Next** and proceed to locate, preview, associate and identify the attachment file. Then click **Next**.

Note: Pursuant to the current procedure, an objection, opposition, reply or response to a motion or application must be set for hearing on the same date, at the same time and the same location as the hearing on the motion or application to which your objection, opposition, reply or response refers.

Therefore, *before* filing an Objection, Opposition, Reply or Response to a Motion or Application, in order to complete the docketing process, you *must* know the date, time and location of the hearing on the Motion or Application to which your Objection, Opposition, Reply or Response refers.

Also, you will select the category to which your event relates, which will be the motion category. In a subsequent screen you will highlight the specific motion. If the original motion was amended and an amended motion also appears in the motion category, link the objection to both the original motion and the amended motion.

The **Hearing Information/Category Selection** screen will appear as shown below.

File an answer to a motion:
[05-10007 Holly Moses](#)

Set Hearing on Objection for the same date and time as the hearing on the motion/application or other matter to which the objection is being filed.

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
crditcrd
misc

Filed to

Documents to

Fill-in the hearing date, time and location, then select the **Motion** category as shown below.

File an answer to a motion:
[05-10007 Holly Moses](#)

Set Hearing on Objection for the same date and time as the hearing on the motion/application or other matter to which the objection is being filed.

Hearing Information

Hearing Date: Hearing Time: AM PM

Location:

Select the category to which your event relates.

claims
cmp
court
crcl
crditcrd
misc
miscap
motion
notice
order

Filed to

Documents to

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

File an answer to a motion:
[05-10007 Holly Moses](#)

Docket Text: Modify as Appropriate.

Objection

Filed by Holly Moses (RE: (related document(s)[6] Motion for Relief From Stay filed by Creditor American Mortgage Corp.) Hearing scheduled for 3/16/2005 at 09:15 AM at 500 Poydras Street, Suite B-705. (Crotty, Haty)

Verify the entry. If correct, click **Next**.

The **Final Text** screen appears as shown below.

File an answer to a motion:
[05-10007 Holly Moses](#)

Docket Text: Final Text

Objection Filed by Holly Moses (RE: (related document(s)[6] Motion for Relief From Stay filed by Creditor American Mortgage Corp.) Hearing scheduled for 3/16/2005 at 09:15 AM at 500 Poydras Street, Suite B-705. (Crotty, Haty)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Re-check the entry. If correct, click **Next**.

The Notice of Electronic Filing appears as shown on the next page.

File an answer to a motion:

[05-10007 Holly Moses](#)

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

Notice of Electronic Filing

The following transaction was received from Crotty, Haty entered on 2/17/2005 at 7:53 AM CST and filed on 2/17/2005

Case Name: Holly Moses

Case Number: [05-10007](#)

Document Number: [12](#)

Docket Text:

Objection Filed by Holly Moses (RE: (related document(s)[6] Motion for Relief From Stay filed by Creditor American Mortgage Corp.) Hearing scheduled for 3/16/2005 at 09:15 AM at 500 Poydras Street, Suite B-705 (Crotty, Haty)

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

Document description: Main Document

Original filename: L:\practice\objection to motion.PDF

Electronic document Stamp:

[STAMP bkecfStamp_ID=988663450 [Date=2/17/2005] [FileNumber=6465-0] [933af0fb45b4415f79abfb97d89b17df1df06e328906eb9fa3a83c16630d1d748e381a1ba8195a0da34e5f96c8bb9f5458707d8618aa907574a8dd040ea28bb3]]

05-10007 Notice will be electronically mailed to:

Haty Crotty attycrotty@hotmail.com

05-10007 Notice will not be electronically mailed to:

Aaron Caillouet
104 Acadia Lane
Thibodaux, LA 70301

Be sure to print your Notice of Electronic Filing.