

CM/ECF Participant's Guide

APPLICATION TO SELL Updated 06/30/2008

This process shows the steps required for an external user to complete an Application to Sell on CM/ECF.

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Motions/Applications hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Select **Sell** from the list of events.
- Click the [**Next**] button.

NOTE: Type the first letter (**S** for **Sell**) and the highlight bar will immediately select the first entry beginning with **S**.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if the document is being filed with another attorney.
- Click the [**Next**] button.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen displays.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 9 - The SELECT PASSIVE NOTICE screen displays.

- Click the drop-down list box and select YES or NO to indicate if passive notice information is included.
- Click the **[Next]** button.

NOTE: If YES is selected, the next screen to appear after clicking the **[Next]** button, will be the HEARING SCHEDULING screen. If NO is selected, the next screen to appear after clicking the **[Next]** button will be the CERTIFICATE OF SERVICE screen.

STEP 10 - The HEARING SCHEDULING screen displays.

- Use the **[Tab]** key to move between fields. This will allow the objection time and order due dates to automatically calculate.
- Using the passive notice hearing calendar, enter the possible hearing date, time, location and date served. Location may be chosen from the drop-down list.
- Upon entry of the service date, tab through the objections due box and the review to process order box in order for the system to automatically calculate these dates and populate the required fields.
- Click the **[Next]** button.

STEP 11 - The CERTIFICATE OF SERVICE screen displays.

- If Certificate of Service is included, select **yes** from the drop-down list; otherwise select **no**.
- Click the [**Next**] button.

STEP 12 - The ADD PROPERTY screen displays.

- Add the property to the next screen.
- Click the [**Next**] button.

STEP 13 - The MODIFY DOCKET TEXT screen displays.

- Add property name and modify text as necessary.
- Click the [**Next**] button.

STEP 14 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser [**Back**] button to find the screen needed to modify.

NOTE: If the [**Back**] button is used and case information is altered, you must use the [**Next**] button and resubmit for each screen or the changes will not take effect. In other words, do not use the [**Forward**] button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the [**Next**] button if correct.

Sample Docket Text: Final Text

Motion to Sell 2002 Chevrolet, Silverado, Notice of Possible Hearing (20 days objection time given) with Certificate of Service, Filed by Bill Attorney on behalf of Debtor. Possible Hearing scheduled for 10/31/2008 at 09:00 AM at Columbia. Date Served 10/1/2008. Last day for objections is 10/21/2008. Review to Process Order on 10/26/2008. (Attachments: # (1) Proposed Order)

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

STEP 15 - The NOTICE OF ELECTRONIC FILING screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number, and document number.