

§ 362 MOTION – RELIEF FROM STAY (AMENDED)
Updated 12/01/2009

Refer to the § 362 Motion – Relief from Stay Notes regarding Amended 362 Motions.

Description: This process shows the steps required for an external user to complete an Amended § 362 Motion 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 yellow help (?) icon in the upper right hand corner.

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.

- Scroll to select "**Relief from Stay - Amended**" from the list of events or start typing "Relief" in the text box to find the event.
- Click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if 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 appears.

- 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 PROPERTY DESCRIPTION/REASON FOR AMENDMENT screen displays.

- Enter the **Property Description**, if any.
- Enter the **Reason for the Amendment** (e.g., wrong hearing date, wrong creditor).
- Click the **[Next]** button.

STEP 10 – The Informational screen displays.

- **IMPORTANT! You MUST Enter The Hearing Information On The Next Screen, Even If The Hearing Date Has Not Been Changed.**
- Click the **[Next]** button.

STEP 11 – The HEARING INFORMATION/REFER TO EXISTING EVENTS screen displays.

- Click the **Date Served: [Calendar]** button and select the date served.
- **Objections Due** date will automatically calculate and appear.
- Click the **Hearing Date: [Calendar]** button to select the date of hearing.
- Enter the **Hearing Time**, including AM or PM.
- Select a **Location** from the drop-down list.
- Click inside the box next to **Refer to existing event(s)?** to insert a check mark indicating that this filing **DOES** refer to an existing document in the case. It is necessary to select the box in order to establish the correct linkages.
- Click the **[Next]** button.

NOTE: Remember to select the correct Judge and the correct hearing date from calendars available on the web.

STEP 12 – The SELECT RELATED EVENT screen displays.

- Click to select the related document or event for which this motion is associated.
- Click the **[Next]** button.

STEP 13 – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case.
- 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

Amended Motion for Relief from Stay with Certification of Facts, Hearing Notice and Certificate of Service RE: Property located at 721 Russell Street, Columbia, SC. REASON FOR AMENDMENT: Incorrect Creditor Selected Filed by Bill Attorney on behalf of ABC Mortgage Company (related document(s) [11]). Date Served 11/30/2009. Last day for objections is 12/14/2009. Hearing scheduled for 10/30/2009 at 09:00 AM at Columbia. (Attorney, Bill)

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

Have you redacted?

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 because it also includes the date, time, case number and document number.