

CHAPTER 11 FIRST DAY MOTIONS Updated 8/13/2009

Description: This process shows the steps required for an external user to complete a Chapter 11 First Day Motion on CM/ECF. Although this may be a “First Day Motion,” if there is a specific motion event for the type of motion being filed, use the specific motion event instead of the “Chapter 11 First Day Motion” event. For example – the “Motion for Use Of Cash Collateral” may be a first day motion, but should be filed utilizing the event, “Motion For Use Of Cash Collateral,” instead of using the event “Chapter 11 First Day Motion.” If no specific event is available, use the event, “Chapter 11 First Day Motion.”

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 AVAILABLE EVENTS screen displays.

- Scroll to select "**Chapter 11 First Day Motion,**" if no specific motion applies, from the events list or start typing “Chapter” in the text box to find the event.
- Once the event is selected, 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 CERTIFICATE OF SERVICE screen displays.

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

STEP 10 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary. Specify the type of motion being filed in the free text box. Example – “to Continue Operation of Business”
- Click the [**Next**] button.

STEP 11 - 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

Chapter 11 First Day Motion *to Continue Operation of Business* with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. (Attorney, Bill)

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

STEP 12 - 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.