

**MOTION TO ESTABLISH VALUE
(WITH PASSIVE HEARING NOTICE)**

2/5/2008

There are two processes which may be utilized to file a "Motion to Establish Value".

Process 1, as outlined in this Participant's Guide, "**Motion to Establish Value (with passive hearing notice)**", should be used for the filing of a valuation motion as to one creditor only, and it allows for entry of passive hearing notice information. If this event is used for multiple creditors, it requires multiple entries of the motion to establish value, including passive notice hearing information and an attached proposed order, for each creditor.

Process 2, as outlined in the Participant's Guide, "**Motion to Establish Value (without passive hearing notice)**" with multiple creditors, requires preparation of one "pdf" including the names of all creditors listed in the motion. Docket this "pdf" using the event "Motion to Establish Value (without passive hearing notice)" separately for each creditor, then enter a "Notice of Possible Hearing 25" once, using the same "pdf", and link it to all of the motions entered. This process will allow passive hearing notice information to be entered only once, with only one attached proposed order (referencing all creditors). To utilize this second process, see the specific section of the Participant's Guide Re: "Motion to Establish Value (without passive hearing notice)".

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.

- Verify that the case name and number are correct.
- If the case name or number is not correct, click the browser **[Back]** button to re-enter the case number.
- Select **Establish Value (with passive hearing notice)** from the list of events.
- 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. The party will usually be the trustee or debtor.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party, if necessary.
- 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/HEARING INFORMATION screen displays.

- Enter the Property, Value, and on Whom (Creditor's Name) to establish value.
- Enter Hearing Information:
- 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.
- Click the **[Next]** button.

STEP 10 - 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 11– The REFERENCE AMENDED MOTION screen displays.

- Is this Motion Amending a Previous Motion? (Select YES or NO from the list below)
- Click the **[Next]** button.

NOTE: If YES, select the appropriate event (s) to which your event relates in the next screen. If NO, skip to step 13.

STEP 12 - The SELECT RELATED EVENTS screen displays.

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

STEP 13 - The VERIFICATION screen with debtor name and case number appear.

- 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 re-submit 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.

Docket Text: Final Text

Motion to Establish Value Of Car With Proposed Secured Value of 3500.00 On First Bank, Notice Of Possible Hearing (25 days objection time given) with Certificate of Service. Filed by Henry Barr on behalf of Joy S. Goodwin. Possible Hearing scheduled for 12/15/2066 at 09:00 AM at Columbia.Date Served 11/11/2006.Last day for objections is 12/6/2006.Review to Process Order on 12/11/2006. (Barr, Henry)

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

Next

Clear

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.