

**PROPOSED CONSENT ORDER MODIFYING MORTGAGE
(no motion filed)
11/07/2011**

Description: This process shows the steps required for CM/ECF users to file a “Proposed Consent Order Modifying Mortgage (no motion filed).” This event may be used to file a Proposed Consent Order Modifying Mortgage without filing a motion.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the [**Next**] button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Proposed Consent Order Modifying Mortgage (no motion filed)** from the events list or start typing “Proposed” in the text box to find the event.
- Click the [**Next**] button.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to associate filing attorney with the filing party.
- Click the [**Next**] button.
- Select any additional attorneys if applicable.
- Click the [**Next**] button.

STEP 5 – 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 6 – The ASSOCIATION screen appears.

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

STEP 7 – The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button twice.

STEP 8 – The VERIFICATION screen appears.

- Verify the case name and number. If you want to continue, click the **[Next]** button.

Sample Docket Text: Final Text

Proposed Consent Order Modifying Mortgage (no motion filed) Filed by Bill Attorney on behalf of ABC Company. (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 9 – 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.