

HEARING NOTICE (SELF-SCHEDULED)

09/01/2013

Description: This process shows the steps required for an external user (attorney access only) to prepare a Hearing Notice for any of the Motions/Applications approved for Non-Passive Self-Scheduled Hearings. Refer to Exhibit C and Exhibit D (Hearing Notice form) to SC LBR 9013-4.

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

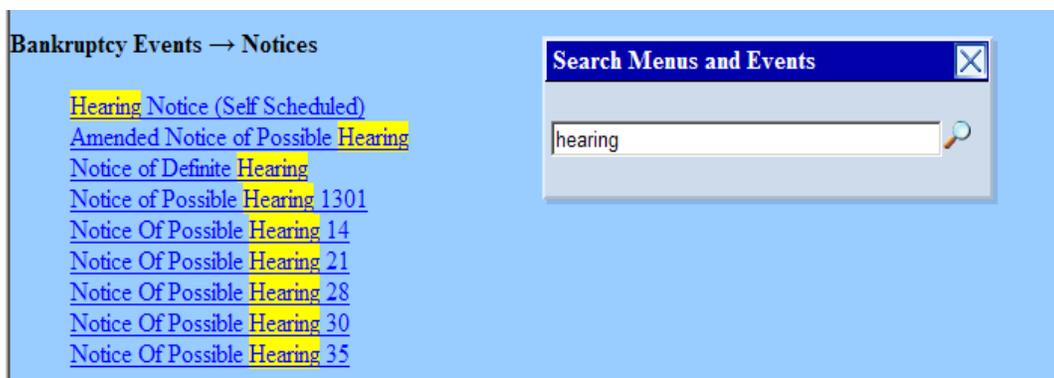
STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Notices** 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 **Hearing Notice (Self Scheduled)** from the events list or start typing “Hearing” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- Once the event is selected, click the **[Next]** button.

NOTE: By using the **Search** feature, CM/ECF will indicate where the Bankruptcy Event can be found (i.e., Notices) and a list of the events with the searched word highlighted (i.e., Hearing Notice (Self Scheduled), along with a hyperlink.



STEP 4 – The JOINT FILING screen appears.

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

STEP 5 – The NOTICE screen appears.

- Please read the following Notice to certify that the filing is compliance:
 - **The filer understands that the Court may strike any document and deny relief for matters incorrectly scheduled, noticed, or docketed pursuant to SC LBR 9013-1.**
 - **The hearing date, time, and location on the notice match the date, time, and location docketed in CM/ECF.**
 - **The objection deadline on the notice matches the objection deadline docketed in CM/ECF.**
 - **The objection deadline on the notice is consistent with the minimum deadline set forth in the applicable exhibits to SC LBR 9013-4.**
 - **There are at least 7 days between the last day to object and a possible hearing date.**
 - **All parties entitled to service (including 20 largest unsecured creditors or unsecured creditors committee in a Chapter 11 case) have been served by the movant.**
 - **Any required filing fee has been paid.**
 - **A proposed order is attached and properly captioned or for this type of matter the court makes disposition using its own form order.**
- If the filing is in compliance, click the [Next] button.

STEP 6 – The CERTIFICATION screen displays.

- Click inside the radio button indicating the following certification:
 - **I certify that I have read and meet the previously listed requirements.**
- 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.

STEP 8 – The HEARING INFORMATION screen displays.

- Enter the hearing date, time and location.
- Enter the date the document was served
- Calculate the objections due deadline depending on the type of pleading you are filing pursuant to Exhibit C to SC LBR 9013-4 (ex. 14, 21, 28 days).
- Scroll to select the related category for which your event(s) relates.
- Click the **[Next]** button.

STEP 9 – The SELECT REFERENCED EVENT screen displays.

- Click inside the box to place a check mark indicating which related document or event for which this filing is associated.
- Click the **[Next]** button.

STEP 10 – The HEARING VERIFICATION screen displays.

- Verify that the hearing information is correct.
- Click inside the box again relating the document (that was previously selected in the prior screen) to the hearing record displayed.

NOTE: The relationship should be the same document number as selected on the previous screen. **DO NOT** place a check mark in the box beside “Create Scheduled record for current docket entry.”

- Click the **[Next]** button twice.

STEP 11 – The FINAL DOCKET TEXT screen appears.

- 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 for 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 docket text is correct.

Sample Docket Text with: CALCULATED 14 DAYS OBJECTION TIME

Sample Docket Text: Final Text

Hearing scheduled relating to: Motion to Reconsider Dismissal of Case with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. Hearing scheduled for 10/21/2013 at 10:00 AM at Columbia. Date Served 9/23/2013. Last day for objections is 10/7/2013. Filed by Joe Debtor (related document(s) [19]). Hearing scheduled for 10/31/2013 at 09:00 AM at Columbia. Date serviced 9/30/2013. Objections due by 10/15/2013. (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 12 – The NOTICE OF ELECTRONIC FILING screen appears.

- 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.