

NOTICE OF PLEADING FOR UPCOMING HEARING
Updated 11/23/2021

Description: This process shows the steps required for an external user to docket a Notice of Pleading for Upcoming Hearing in 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 the **Other** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

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.

- Select **Notice of Pleading for Upcoming Hearing** from the list of events.
- Click the **[Next]** button.

NOTE: Type the first letter (**N** for **Notice**) and the highlight bar will immediately select the first entry beginning with **N**.

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 displays.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 – The UPCOMING HEARING INFORMATION screen displays.

- Enter the last name of the Judge hearing the matter.
- Enter the upcoming hearing date.
- Enter the slot number on the calendar, if known.
- To reference an existing event, click inside the box to place 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.

STEP 9 – The SELECT RELATED CATEGORY screen displays.

- Click to highlight the category of documents to which this refers.
- If you are unsure of which category to select, you may choose multiple categories by holding down the **[Ctrl]** key and highlighting multiple categories.
- Click the **[Next]** button.

STEP 10 – The SELECT RELATED EVENT screen displays.

- Select the related event(s) to the Notice of Pleading for Upcoming Hearing (e.g., motion, affidavit of default and proposed order, withdrawal, objection/response).
- Click the **[Next]** button.

STEP 11 – The VERIFICATION screen with debtor name and case number displays.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 12 – 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

**Notice of Pleading for Upcoming Hearing re: Judge Burriss on 12/2/2021
Slot 14 relating to: Motion to Avoid Lien, Objection filed by Bill
Attorney on behalf of ABC Company (related document(s) [4], [8]).
(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 13 – 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.