

**TEXT ENTRY – NOTICE OF SETTLEMENT AND REQUEST  
FOR REMOVAL FROM THE COURT HEARING CALENDAR  
3/20/2012**

Description: This process shows the steps required for CM/ECF users to file a “Notice of Settlement and Request for Removal from the Court Hearing Calendar” event which will allow the parties to note on the docket when a settlement has been reached.

This entry will appear in docket text on the docket sheet and will require final processing by a courtroom deputy.

**NOTE:** Using this event will eliminate the need for the filing party to file a Calendar Removal Request because Courtroom will already be alerted to a filing affecting the calendar due to the settlement.

**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.
- 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 **Notice of Settlement and Request for Removal from Court Hearing Calendar (text only)** from the events list or start typing “notice” in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

**STEP 5** – 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 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.

**NOTE:** The following warning message will appear.

**I represent that this Notice of Settlement and Request for Removal from Court Hearing Calendar is made prior to the deadline set forth in the Chambers Guidelines or other applicable order. I understand that the matter will remain on the calendar and will be called unless removed by the Court.**

- Select the radio button indicating that the filer is Agreeing to the above statement.
- Click the **[Next]** button.

**STEP 7** – The NAME/TYPE OF MATTER BEING SETTLED screen displays.

- Enter the Specific Name or Type of Matter Being Settled (i.e. Relief From Stay)
- Click the **[Next]** button.

**STEP 8** – The HEARING INFORMATION screen appears.

- Enter Hearing Date.
- Enter Hearing Time
- Select AM or PM
- Click the **[Next]** button.
- Enter Hearing Location.
- Enter Slot Number.
- Click the **[Next]** button.

**STEP 9** – The REFER TO EXISTING EVENTS screen displays.

- 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.
- Scroll to select the related category for which your event(s) relates.
- Click the **[Next]** button.
- Place a check mark in the box for which your document relates.
- Click the **[Next]** button.
- Click the **[Next]** button.

**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: Final Text**

The Relief from Stay scheduled at slot number 12 on the Court's calendar for 4/4/2012 at 9:00 am in Charleston has been settled. If applicable, the debtor or settling party will file any required Notice of Settlement. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s)[6]). (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 10** – 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 also includes the case number, date and time of the transaction.