

**APPLICATION TO SELL**  
**Updated 12/01/2009**

Description: This process shows the steps required for an external user to complete an Application to Sell on 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 **Motions/Applications** 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 EVENTS screen displays.

- Select **Sell** from the events list or start typing “S” in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

**STEP 5** – The JOINT FILING screen displays.

- Click in the box if the 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 appears.

- Click box to associate filing attorney with the filing party.
- 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 SELECT PASSIVE NOTICE screen displays.

- Click the drop-down list box and select YES or NO to indicate if passive notice information is included. If YES is selected, continue to the Step 10. If NO is selected, skip to Step 11.
- Click the **[Next]** button.

**STEP 10** – The HEARING SCHEDULING screen displays.

- 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.
- Enter the date the document was served; the objections due deadline will automatically appear; **then tab through the Review to Process Order field to set this deadline.**
- Click the **[Next]** button.

**STEP 11** – The CERTIFICATE OF SERVICE screen displays.

- If Certificate of Service is included, insert **y (yes)** in the text box or if the Certificate of Service is not included, insert **n (no)** in the text box.
- Click the **[Next]** button.

**STEP 12** – The ADD PROPERTY screen displays.

- Add the property to the next screen in the free hand text box and modify text as necessary.
- Click the **[Next]** button.

**STEP 13** – The VERIFICATION screen displays.

- 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 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**

**Motion to Sell 2007 Honda Civic, Notice of Possible Hearing (21 days objection time given) with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. Hearing scheduled for 1/6/2010 at 09:00 AM at Columbia. Date Served 11/30/2009. Last day for objections is 12/21/2009. Review to Process Order on 12/24/2009. (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 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.