CM/ECF Participant's Guide

CALENDAR REMOVAL REQUEST

Updated 06/01/2026

Description: This process shows the steps and screens required for an external user to docket a Calendar Removal Request in CM/ECF.

THIS EVENT SHOULD ACCOMPANY ANY DOCUMENT BEING FILED WITHIN TEN (10) DAYS OF A HEARING IN WHICH A DOCUMENT RESOLVES A HEARING AND REMOVES THE HEARING FROM THE CALENDAR.

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 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 **Calendar Removal Request** from the list of events.
- Click the **[Next]** button.

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

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 HEARING screen appears.

- Enter **name of the Judge** who would be hearing the matter.
- Enter the **scheduled hearing date**.
- Enter the **slot number** on the calendar, if known.
- Click the **[Next]** button.

STEP 8 – The DOCUMENT CATEGORY screen displays for referring to an existing event. Filers should link to the pleadings that is the subject of the hearing and a notice of hearing, if applicable.

- Select the category to which the event relates. This is usually a **motion** or **objection/response** but can be another category. In order to highlight more than one, click while holding down the **[Ctrl]** key. If this is a calendar removal request, please docket as such and NOT as a notice of upcoming hearing.
- Click the **[Next]** button.

STEP 10 – The PENDING MOTIONS/DOCUMENTS screen displays.

- If no document exists to link with, click **[Back]** and try again with appropriate information.
- Select the proper motion, affidavit of default, and proposed order, if appropriate, or select the proper motion and withdrawal, if this request is due to a withdrawal.
- If a document does exist, associate it by placing a check in the applicable box.
- Click the **[Next]** button.

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

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

STEP 12 – 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 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 hyperlink on the Main Menu Bar.
- Click the **[Next]** button.

Sample **Docket Text: Final Text:**

Calendar Removal Request re: Judge Burris on 5/5/2026 Slot no. 13 regarding **US Trustee/Trustee Motion for Dismissal Pursuant to § 1307(c) with Certificate of Service filed by Jackie Trustee** Filed by Bill Attorney on behalf of Jackie Trustee. (related document(s)[19]). (Attorney, Bill)

Attention: Submitting this screen commit 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.