

OBJECTIONS AND RESPONSES

Updated 11/10/2021

Description: This process shows the steps required for an external user to complete an Objection on CM/ECF. If you are filing an Objection to Claim, there is a specific event found under “Claims Actions.” Also, if you are filing an Objection to a Plan, please use the specific event “Objection to Confirmation of Plan” found under the “Plan Event.”

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on the **Objections/Response** hyperlink.
- For further information on each of these categories, click the **Help** button on the CM/ECF menu bar.

STEP 3 – The ANSWER/RESPONSE screen displays.

- Click on **Referencing an Existing Motion/Application** hyperlink.

STEP 4 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 5 – The EVENTS screen displays.

- Select either **Objection, Reply or Response** from the list of events.
- Click the **[Next]** button.

STEP 6 – The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

STEP 7 – 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 8 – The ASSOCIATION screen appears.

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

STEP 9 – The VERIFICATION screen displays.

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

STEP 10 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 11 – 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.

STEP 12 – The EVENTS REFERENCE screen displays.

- Select the category to which the event relates, in this instance, choose **Motion**.
- Click the **[Next]** button.

STEP 13 – The SELECT REFERENCED EVENT screen displays.

- Click to select the related document or event for which this is associated.
- Click the **[Next]** button.

STEP 14 – The CERTIFICATE OF SERVICE screen appears.

- Select **Yes** or **No** from the drop-down box.
- Click the **[Next]** button.

STEP 15 – The MODIFY DOCKE TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 16 – 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

Objection to Motion to Compel with Certificate of Service Filed
by Bill Attorney (related document(s)[12]). (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 14 – 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.