

AMENDED MOTION – GENERAL

Updated 3/22/2022

Description: This process shows the steps required for an external user to complete an Amended Motion or Application on CM/ECF. Please refer to the Participant's Guide for the AMENDED MOTIONS LIST. The list indicates motions which have the option for AMENDED within the event. **If the amended motion you are filing is one of the motions on the list, do not use this event and use the specific motion event with the amended option.** This will allow for entry of passive notice information, if applicable. If amending passive hearing information only, then docket using the event: "Amended Notice of Possible Hearing" and link to the original motion. If another type of motion is being amended, and is not included on the amended motions list, then use this general amended motion event.

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 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 "**Amended Motion**" from the list of events.
- Click the **[Next]** button.

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 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 INFORMATIONAL screen displays.

*****STOP!!! Refer to the Participants Guide for an AMENDED MOTIONS EVENTS LIST. The list indicates motions which have the option for AMENDED within the event. If the amended motion you are filing is one of the motions on this list, discontinue docketing this event and use the specific motion event with the amended option. This will allow for entry of passive notice information, if applicable. If another type of motion is being amended, continue using this general amended motion event.**

***** Do NOT Use This Event If You Are Amending A Motion For Relief From Stay – Use the Relief From Stay Amended Event!**

*****Since This Is An AMENDED Motion, Relate This Filing To The Original Motion.**

- Click the [Next] button.

STEP 10 – The CERTIFICATE OF SERVICE screen displays.

- If Certificate of Service is included, select **yes** from the drop-down box; otherwise select **no**.
- Click the [Next] button.

STEP 11 – The SELECT RELATED EVENT screen displays.

- Check the box beside “Refer to existing event(s)?”
- Click the [Next] button.
- Select the appropriate motion(s) to which your event relates:
- Click the [Next] button.

STEP 12 – The MODIFY DOCKET TEXT screen appears.

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

STEP 13 – 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 re-submit 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

Amended Motion (relating document: Motion to Incur Debt/Obtain Credit filed by Debtor, Joe Debtor) with Certificate of Service 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.

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 since it also includes the date, time, case number and document number.