

## CM/ECF Participant's Guide

### MOTION – GENERAL

Updated 3/22/2022

Description: This process shows the steps required for an external user to complete a General Motion or Application 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 **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 the **specific motion or application** or "**Motion,**" if no specific motion applies, 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 **[Next]**.
- Select **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. If there are no attachments, click the **[Next]** button.
- Add attachments if applicable i.e., a Proposed Order (no description will be required if a category from the drop down is chosen).
- Click **[Add to List]** button.
- Click the **[Next]** button.

**STEP 9** – The CERTIFICATE OF SERVICE screen displays.

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

**STEP 10** – The SELECT RELATED EVENT screen displays.

- Check the box beside “Refer to existing event(s)?”, if appropriate. Otherwise, click **[Next]** and move to STEP 11.
- Click the **[Next]** button.
- Select the appropriate category to which your event relates.
- Click the **[Next]** button.
- Chose the appropriate document by clicking I the box next to the event, click **[Next]**.

**STEP 11** – The MODIFY DOCKET TEXT screen displays.

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

**STEP 12** – 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**

**Ex Parte Motion to Establish Bidding Procedures, with Certificate of Service Filed by Bill Attorney on behalf of ABC Company. (Attorney, Bill)**

**Attention!! Submitting this screen commits this transaction. You will have not further opportunity to modify this submission if you continue.**

**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.