

MOTION TO EXTEND TIME (ADVERSARY PROCEEDING)

Updated 12/1/2023

Description: This process shows the steps required for an external user to complete a Motion to Extend Time on CM/ECF for adversary proceedings.

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

STEP 2 – The ADVERSARY EVENTS screen displays.

- Select the **Motions** 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 **Extend Time (Adversary)** from the events list or start typing “Extend” in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

STEP 5: The Joint filing with other attorney(s) screen appears, select if appropriate, NEXT.

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.

STEP 7 – The SELECT ATTORNEY screen displays.

- Select the attorney that is filing the motion.
- If the correct attorney does not appear in the drop-down box, click **Add/Create New Attorney** and complete the information.
- Click the **[Next]** button.

STEP 8 – The FILE A MOTION screen appears.

- Click the “Choose File” button to upload the motion to be filed.
- Select radio button **Yes** for **Attachments to Documents** to file a proposed order with the motion.
- Click the **[Next]** button.
- Browse to upload the attachment. Select proposed order from category. Click add to list.
- Click the **[Next]** button.

STEP 9 – The CERTIFICATE OF SERVICE screen displays.

- Is the Certificate of Service Included? Select the radio button **Yes** or **No**.
- Click the **[Next]** button.

STEP 10 – The REFER TO EXISTING EVENTS screen displays.

- Click inside the box to place a check mark indicating 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.
- Select the category to which your event relates.
- Click the **[Next]** button.

STEP 11– The SELECT REFERENCED EVENT screen displays.

- Click inside the box to place a check mark indicating which related document or event for which this is associated.
- Click the **[Next]** button.

STEP 12 – The MODIFY DOCKET TEXT screen displays.

- Click inside the box and describe the motion/pleading to which an extension of time is sought.
- 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 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 Adversary hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

Sample Docket Text: Final Text

Motion to Extend Time to *File Answer* Filed by Bill Attorney on behalf of Joe Defendant (related document(s) [1]). (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 because it also includes the date, time, case number, and document number.