MOTION TO EXTEND TIME

Updated 5/22/2025

Description: This process shows the steps required for an external user to complete a Motion to Extend Time on CM/ECF. The Motion to Extend Time event prompts the filer to pick the specific type of extension being requested. This event should be used in the main bankruptcy case.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **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 **Extend Time** 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 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.

STEP 7 – The ASSOCIATION screen appears.

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

STEP 8 – The SELECT DOCUMENTS screen appears.

- Select the Documents for which the Extension is being requested from the list below:

  - To File Schedules-Statements-Plan-Other Documents – if chosen, input at the next screen the specific title of the documents for which an extension is being requested.

  - To Provide Required Information

  - To Appeal Under Rule 8002c

  - Other Extension Relief – if chosen, enter at the next screen a specific reason for the extension request or title of the other documents for which the extension is being requested.

    Objection to Debtors Discharge – input the passive hearing information in the next screen. Once the Date Served is entered, remember to use the tab button for CM/ECF to automatically insert the Objections Due Deadline and the Review to Process Order Deadline. Select the **[Next]** button.

  - To File Reaffirmation Agreement

STEP 9 – The REFERENCE PREVIOUS MOTION screen displays.

- Is this Motion Amending a Previously filed Motion? Select the radio button **Yes** or **No.**
- Click the **[Next]** button.

STEP 10 – The CERTIFICATE OF SERVICE screen displays.

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

STEP 11 – The SELECT PDF screen displays.

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

STEP 12 – 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.
- Select the category to which your event relates.
- Click the **[Next]** button.

STEP 13 – 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 14 – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case and insert additional docket text if applicable.
- Click the **[Next]** button.

STEP 15 – 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**

Motion to Extend Time to File Schedules A-J, Statement of Financial Affairs and Copies of Payment Advices with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor (related document(s) [20]). (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Sample* Docket Text: Final Text *(If this is the FIRST filing of the Motion to Extend Time)

Motion to Extend Time to File Objection to Debtors Discharge, with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [24]). (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

***Sample* Docket Text: Final Text – *Amending a Previously Filed Document*)**

Amended Motion to Extend Time to Provide Required Information, with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. (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.

***Sample* Docket Text: Final Text – *Amending a Previously Filed Document*)**

Amended Motion to Extend Time to File Reaffirmation Agreement, with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [15]). (Attorney, Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

STEP 16 - 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.