

MOTION - TO INCUR DEBT/OBTAIN CREDIT
Updated 12/01/2009

Description: This process shows the steps required for an external user to complete a Motion to Incur Debt/Obtain Credit with Notice of Possible Hearing, Certificate of Service, and Proposed Order on CM/ECF.

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.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Incur Debt/Obtain Credit** from the events list or start typing “Incur” in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The JOINT FILING screen displays.

- Click in the box to associates filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 5 – 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 6 – The ASSOCIATION screen appears.

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

STEP 7 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Select **Yes** at Attachments to Document if a proposed order will be submitted.
- Click the **[Next]** button.

NOTE: One .pdf should include Motion, Notice, and Certificate of Service. The Proposed Order should be a separate .pdf.

STEP 8 – The ATTACHMENTS SELECTION screen displays (if proposed order required, see STEP 7, NOTE above).

- Click **[Browse]** to locate and attach the Proposed Order.
- From within the Type list of options, select Proposed Order.
- If necessary, enter a Description.
- Click **[Add to List]**.
- Click the **[Next]** button.

STEP 9 – The HEARING INFORMATION screen displays.

- Enter the possible hearing date, time, and location.
- Enter the date the document was served; the objections due deadline will automatically appear; **then tab through the Review to Process Order field to set this deadline.**
- Click the **[Next]** button.

STEP 10 – The CERTIFICATE OF SERVICE screen displays.

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

STEP 11 – The MODIFY DOCKET TEXT screen appears.

- Enter applicable or relative information into the text box.
- Review the text for accuracy of the information.
- 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

Motion to Incur Debt/Obtain Credit, Notice of Possible Hearing (14 days objection time given) with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. Hearing scheduled for 12/30/2009 at 1:00 PM at Columbia. Date Served 11/30/2009. Last day for objections is 12/14/2009. Review to Process Order on 12/17/2009. (Attachments: #(1) Proposed Order) (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 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.