

MOTION TO MODIFY MORTGAGE
Updated 11/07/2011

Description: This process shows the steps required for an external user to complete a consensual Motion to Modify Mortgage 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 **Modify Mortgage** from the events list or start typing “Modify” in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to associate 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.

ATTENTION: Use This Event **ONLY** when Filing the Motion to Modify Mortgage. If you are filing a Proposed Consent Order Modifying Mortgage **WITHOUT** a Motion to Modify Mortgage, go to the Bankruptcy Menu, Select the “Other” Hyperlink, and Submit Your Proposed Consent Order through the Event “Proposed Consent Order Re: Mortgage Modification.”

- Browse and select the .pdf file to associate with this event.
- Select **Yes** at the Attachments to Document if a Proposed Order will be submitted.
- Click the **[Next]** button.

NOTE: One .pdf should include the motion, notice and certificate of service. The Proposed Order should be a separate .pdf.

STEP 8 – The ATTACHMENTS SELECTION screen displays.

- Click **[Browse]** to locate and attach the Proposed Order.
- From within the Category drop down 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.

- Check the box beside **Yes** or **No** indicating whether the Certificate of Service is included.
- Click the **[Next]** button.

STEP 11 – The MODIFY DOCKET TEXT screen displays.

- Enter applicable or relative information into the text box.
- Review the text for accuracy of the information
- Click the [Next] button.

Sample Docket Text: Final Text (includes Motion, Notice, Certificate of Service and a Proposed Order as a separate .pdf).

Motion to Modify Mortgage, Notice of Possible Hearing (14 days objection time given) with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor. Possible Hearing scheduled for 11/30/2011 at 09:00 AM at Columbia. Date Served 11/7/2011. Last day for objections is 11/21/2011. Review to Process Order on 11/24/2011. (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 12 – 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.