

MOTION TO REOPEN

Revised 11/29/2017

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

STEP 1 – Click on the **Bankruptcy** hyperlink (or **Adversary** if reopening an Adversary proceeding) on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

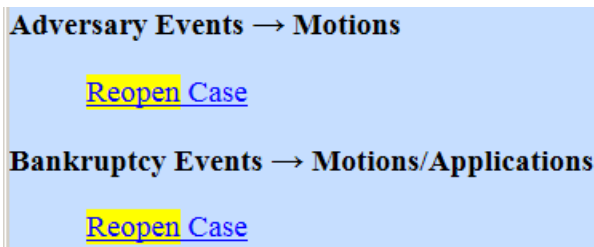
- Select the **Motions/Applications** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Reopen Case** from the events list or start typing “Reopen” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.

NOTE: By using the Search feature, CM/ECF will indicate where the Bankruptcy Event can be found (i.e., Motions/Applications) and a list of the events with the search word highlighted (i.e., Reopen), along with a hyperlink.

Search results for “Reopen”



- Once the event is selected, click the **[Next]** button.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to 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.
- Click in the box to associate the filing attorney with the filing party, if applicable.
- Click the [Next] button.

IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

STEP 6 – The NOTICE screen appears.

- You must read and certify the following statements before continuing this event:
 - **The filer understands that the Court may deny relief for matters incorrectly scheduled, noticed, or docketed pursuant to SC LBR 9013-1.**
 - **The hearing date, time, and location on the notice match the date, time, and location docketed in CM/ECF.**
 - **The objection deadline on the notice matches the objection deadline docketed in CM/ECF.**
 - **The objection deadline on the notice is consistent with the minimum deadline set forth in the applicable exhibits to SC LBR 9013-4.**
 - **There are at least 7 days between the last day to object and a possible hearing date.**
 - **All parties entitled to service (including 20 largest unsecured creditors or unsecured creditors committee in a chapter 11 case) have been served by the movant.**
 - **Any required filing fee has been paid.**

- **A proposed order is attached and properly captioned or for this type matter the court makes disposition using its own form order.**

- Click the **[Next]** button.

STEP 7 – The CERTIFICATION OF COMPLIANCE screen appears.

- Click inside the radio button to certify that the filer has read and meet the previously listed requirements.
- Click the **[Next]** button.

STEP 8 – The SELECT PDF screen displays.

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

STEP 9 – The SELECT THE REASON screen displays.

- Select one of the following reasons for filing the Motion to Reopen:
 - To permit a party to file a complaint to obtain a determination under Rule 4007(b)
 - Based upon an alleged violation of the terms of the discharge under 11 USC Sec. 524
 - To correct an administrative error

 - Amending a previous Motion to Reopen – if selected, **skip to STEP 16**

 - None of the Above
 - Click the **[Next]** button.

STEP 10 – The REASON FOR REOPENING screen displays.

- Insert a reason for the reopening in the free hand text box. This reason will be displayed in the final text box.
- Click the **[Next]** button.

STEP 11 – The HEARING INFORMATION screen appears.

- Enter the definite (or non-passive self-scheduled) hearing date, time, and location.
- Enter the date the document was served; the objections due deadline will automatically appear.
- Click the **[Next]** button.

STEP 12 – The CERTIFICATE OF SERVICE screen displays.

- If the Certificate of Service is included, select the radio button **yes** or if the Certificate of Service is not included, select the radio button **no**.
- Click the **[Next]** button twice.

NOTE: If the filer selected one of the following reasons for the reopening, the FEE screen will not appear. Skip to STEP 14.

- **To permit a party to file a complaint to obtain a determination under Rule 4007(b)**
- **Based upon an alleged violation of the terms of the discharge under 11 USC Sec. 524**
- **To correct an administrative error**
- **Amending a previous Motion to Reopen**

STEP 13 – The FEE screen displays.

- The appropriate fee will be displayed and generated for this filing.
- Click the **[Next]** button twice.

STEP 14 – The FINAL DOCKET TEXT screen appears.

- 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 docket text is correct.

SAMPLE DOCKET TEXT: Final Text

Motion to Reopen Chapter 7 Case to Obtain a Discharge for the Debtor(s) with Certificate of Service Filing Fee Due: (Amount Displays) Filed by Bill Attorney on behalf of Joe Debtor and Jane Debtor. Hearing scheduled for 11/28/2014 at 10:00 AM at Columbia. Date Served 10/29/2014. Objections due by 11/12/2014. (Attorney, Bill)

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

STEP 15 – The NOTICE OF ELECTRONIC FILING screen appears.

- 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.

NOTE: Continue with the following steps if the reason for reopening selected is “Amending a previous Motion to Reopen”.

STEP 16 – The REASON FOR AMENDING A PREVIOUS MOTION TO REOPEN screen displays.

- Insert a reason for the amendment in the free hand text box. The final text will show the reason for amending the previous motion.
- Click the [Next] button.

STEP 17 – The HEARING INFORMATION screen appears.

- Enter the possible hearing date, time, and location.
- Enter the date the document was served; the objections due deadline will automatically appear.
- Click the [Next] button.

STEP 18 – The CERTIFICATE OF SERVICE screen displays.

- If the Certificate of Service is included, select the radio button **yes** or if the Certificate of Service is not included, select the radio button **no**.
- Click the [Next] button twice.

NOTE: If the filer selected one of the following reasons for the reopening, the FEE screen will not appear. Continue with STEP 19.

- **To permit a party to file a complaint to obtain a determination under Rule 4007(b)**
- **Based upon an alleged violation of the terms of the discharge under 11 USC Sec. 524**
- **To correct an administrative error**
- **Amending a previous Motion to Reopen**

STEP 19 – The REFERENCE AN EXISTING EVENT screen displays.

- Click inside the box to select the appropriate event(s) to which your amended pleading relates.
- Click the [Next] button twice

STEP 20 – The FINAL DOCKET TEXT screen appears.

- 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 docket text is correct.

SAMPLE DOCKET TEXT if Amending a Previous Motion to Reopen is selected as the Reason for the Amended Motion: Final Text

Amended Motion to Reopen Chapter 7 Case to Amend a Previous Motion to Reopen to correct the Hearing Date with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor and Jane Debtor (related document(s))[57]. Hearing scheduled for 11/28/2014 at 10:00 AM at Columbia. Date Served: 10/29/2014. Objections due by 11/12/2014. (Attorney, Bill)

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

STEP 21 – The NOTICE OF ELECTRONIC FILING screen appears.

- 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.