

MULTI-PART MOTIONS
04/14/2009

Description: This process shows the steps required for an external user to file Multi-Part Motions. “Motion to Dismiss or in the alternative to Convert” is currently the only available multi-part motion available to e-filers.

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 **Multi-part Motion to Dismiss (no passive notice)** from the events list or start typing “Multi” in the text box to find the event.
- While holding down the CTRL key, scroll to also select **Multi-part Motion to Convert Case (all Chapters) Remember: You must select the event, Multi-part Motion to Dismiss (no passive notice) first.**
- View the Selected Events to the right of your screen to verify that both events are selected.
- Click the **[Next]** button.

File a Motion

09-00041 ABC Co.

Type: bk

Chapter: 11 v

Office: 3 (Columbia)

Assets: y

Case Flag: PlnDue, DsclsDue

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Final Decree	Multi-part Motion To Dismiss (no passive notice)
Hardship Discharge	Multi-part Motion to Convert Case (all chapters)
Impose Automatic Stay	
Impose Automatic Stay - Amended	
In forma pauperis	
Increase Assurance Payment	
Incur Debt/Obtain Credit	
Intent to Collect Child Support	
Intervene	
Joint Administration	
Leave to Appeal	
Limit Notice	
Limited Admissions	
Modify Plan	
Moratorium	
More Definite Statement	
Motion (Generic)	
Multi-part Motion To Dismiss (no passive notice)	
Multi-part Motion to Convert Case (all chapters)	

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.

- Browse and select the .pdf file to associate with this event.

NOTE: CM/ECF automatically uploads the image two times – once as the main document and then as an attachment. CM/ECF is treating each motion as if it were filed individually.

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

STEP 8 - The CERTIFICATE OF SERVICE screen displays.

- If Certificate of Service is included, insert “**y**” (yes) or “**n**” (no).
- Click the **[Next]** button.

STEP 9 – The CONVERSION screen displays.

- Insert the Chapter the case is converting to.
- Click the **[Next]** button.

File a Motion:

[09-00041 ABC Co.](#)

Type: bk	Chapter: 11 v	Office: 3 (Columbia)
Assets: y	Case Flag: PlnDue, DsclsDue	

Convert Case to Chapter:

STEP 10 – The CONVERSION FEE screen displays.

NOTE: If a Conversion Fee is applicable, a separate entry must be made immediately following the entry of this motion. See step 14 for procedures.

- Click the [Next] button.

STEP 11 – The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary. The first box is for free hand text. The second box will allow you to select either “in addition to” or “in the alternative” or you can leave both boxes blank if they do not apply.
- 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 docket text is correct.

Sample Docket Text: Final Text

Motion to Dismiss *for non-compliance*, in addition to Motion to Convert Case From Chapter 11 to Chapter 7 Filed by Bill Attorney on behalf of ABC Company. (Attachments: # (1) Main Document # (2) Main Document) (Attorney, Bill)

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

REMINDER: If a Conversion Fee is Applicable, payment of the fee must be made immediately following the entry of this Motion. See Step 14 for procedures.

STEP 13 – 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 also includes the date and time of the transaction.

STEP 14 – Paying the CONVERSION FEE, if applicable.

- If a Conversion Fee is applicable, a **separate entry** must be made immediately following the entry of this motion for payment of the conversion fee by:
 - Selecting the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.
 - Select the **Other** hyperlink.
 - Enter the case number for the appropriate case. Select **[Next]**.
 - Select the appropriate Filing Fee Event. Select **[Next]**.

Miscellaneous

[09-00041 ABC Co.](#)

Type: bk

Chapter: 11 v

Office: 3 (Columbia)

Assets: y

Case Flag: PlnDue, DsclsDue

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove event)
Debtor's Election of Small Business Designation	Filing Fee - Ch. 11 to Ch 7 Conversion
Debtors Rebuttal of Presumption of Abuse	
Decision Commencing Foreign Proceeding	
Declaration	
Declaration Re: Electronic Filing	
Declaration by BPP	
Disclosure of Compensation of Attorney for Debtor	
Domestic Support Obligations	
Equity Security Holders	
Exhibit	
Exhibit D to Voluntary Petition	
Expenses Re: FVPS	
Filing Fee - Adversary Case	
Filing Fee - Amended Schedules/Matrix	
Filing Fee - Ch. 11 to Ch 7 Conversion	
Filing Fee - Ch. 7/12/13 to Ch. 11 Conversion	
Filing Fee - Direct Appeal/Cross Appeal Authorized	
Filing Fee - Final Installment (cases filed on or after 4/9/06)	
Filing Fee - First Installment (cases filed on or after 4/9/06)	

- Select the Party that the filing attorney is representing. Select **[Next]**.
- The fee due will display.
- Click in the box to Refer to an Existing Event and select **[Next]**.
- Click in the box to refer to the Motion to Dismiss *for non-compliance*, in addition

- to Motion to Convert Case. Select **[Next]**.
- Verify the Final Text.

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

Sample Docket Text: Final Text

**Filing Fee – Ch. 11 to Ch. 7 Conversion in the amount of 15.00 Filed by Bill Attorney on behalf of ABC Company (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.

- The Notice of Electronic Filing screen appears indicating payment of the Conversion Fee. The NEF includes the date and time of the transaction.