

HEARING NOTICE (NON-PASSIVE)

11/29/2017

Description: This process shows the steps required for an external user (attorney access only) to prepare a Hearing Notice for any of the Motions/Applications approved for Non-Passive Self-Scheduled Hearings. Refer to the applicable exhibit and Hearing Notice (Non-Passive) to SC LBR 9013-4.

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

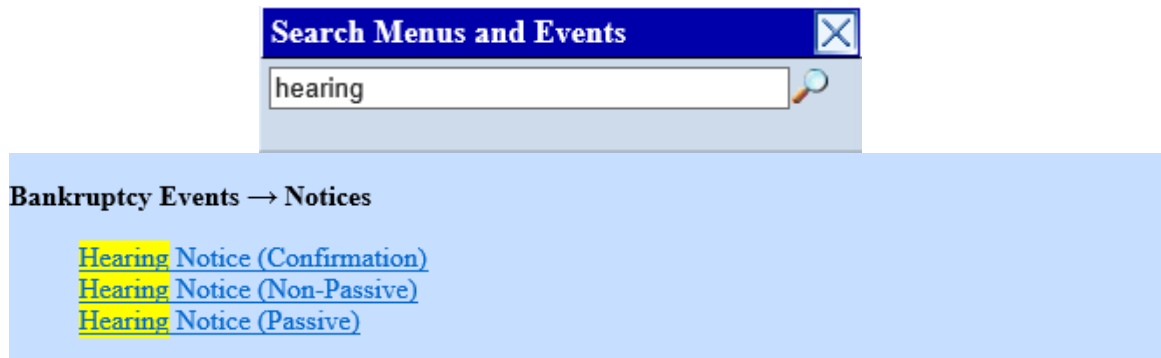
STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Notices** 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 **Hearing Notice (Non-Passive)** from the events list or start typing “Hearing” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- Once the event is selected, click the **[Next]** button.

NOTE: By using the **Search** feature, CM/ECF will indicate where the Bankruptcy Event can be found (i.e., Notices) and a list of the events with the searched word highlighted (i.e., Hearing Notice (Non-Passive), along with a hyperlink.



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 appears.

- Select the party the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down list, click **Add/Create New Party** and complete the information.
- Click the [Next] button.
- Click in the box to associate filing attorney with the filing party.
- 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.

- Please read the following Notice to certify that the filing is compliance:
 - **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 of**

matter the court makes disposition using its own form order.

- If the filing is in compliance, click the **[Next]** button.

STEP 7 – The CERTIFICATION screen displays.

- Click inside the radio button indicating the following certification:
 - **I certify that I have 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 OBJECTION DEADLINE screen displays.

- Enter the applicable objection period.
- Click the **[Next]** button.

STEP 10 – The HEARING INFORMATION screen displays.

- Enter the hearing date, time and location.
- Enter the date the document was served; the objections due deadline will automatically appear.
- Select the related docket entry for which your event(s) relates by clicking inside the box of the related event.
- Click the **[Next]** button.

STEP 11 – The RELATE TO PREVIOUS NOTICE screen displays.

- If this notice is amending a previous notice, select **Yes** from the list; otherwise select **No**.
- Click the **[Next]** button twice.

STEP 12 – 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 for 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 – CALCULATED 14 DAYS OBJECTION TIME

Hearing scheduled relating to: Doc# [17] Motion to Reconsider Dismissal of Case with Certificate of Service Filed by Joe Debtor and Jane Debtor. Hearing scheduled for 12/29/2017 at 10:00 AM at Columbia. Date Served: 11/30/2017. Last day for objections is 12/21/2017. (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 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.