

CM/ECF Participant's Guide

NOTICE OF POSSIBLE HEARING (Passive Hearing Notice) Updated 2/6/2008

This process shows the steps required for an external user to process a Notice of Possible Hearing in CM/ECF. (Refer to Local Rule 9014-2 for required objection time.)

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

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Notices hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Select the desired passive objection time event from the list of events. For this example, "**Notice of Possible Hearing 30**" was used which allows 30 days passive objection time.
- Click the [**Next**] button.

NOTE: Always check to ensure that the document (objection, motion, etc.) is allowed to be noticed passively.

STEP 5 - The JOINT FILING screen displays.

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

STEP 6 - 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 7 - The ASSOCIATION screen displays.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

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

STEP 9 - The ATTACHMENTS SELECTION screen displays.

- Click **[Browse]** to locate and attach the proposed order.
- Select **Proposed Order** from the drop-down list under **Type** of document.
- If necessary, enter a **Description**.
- Click **[Add to List]**.
- Click the **[Next]** button.

STEP 10 - The HEARING INFORMATION screen displays.

- Using the passive notice hearing calendar, enter the **possible hearing date, time, location, and date served**. (Location may be chosen from the drop-down list.)
- The **objections due** date will calculate automatically; press the **[Tab]** key for the **review to process order** date to appear.
- Check the **Refer to existing event(s)?** box. Click inside the box to place a check mark indicating that this filing DOES refer to an existing document in the case. It is necessary to select the box in order to establish the correct linkages.
- Click the **[Next]** button.

NOTE: When filing a Notice of Possible Hearing for a 1301 Motion for Relief of Co-Debtor Stay, use the specific notice event, **Notice of Possible Hearing 1301**. Use of this specific event is necessary because the *objection time* is calculated from the *filed date of the motion*, not the date served as in all other passive notices. BE SURE TO USE THE SPECIFIC EVENT FOR A 1301 NOTICE OF POSSIBLE HEARING.

STEP 11 - The SELECT RELATED CATEGORY screen displays.

- Click to highlight the category of documents to which this Notice of Possible Hearing event refers. (In this example, **claims**.)

- If you are unsure of which category to select, you may choose multiple categories by holding down the **[Ctrl]** key and highlighting multiple categories.
- Click the **[Next]** button.

STEP 12 - The SELECT RELATED EVENT screen displays.

- Select the appropriate event(s) to which the Notice of Possible Hearing relates.
- Click the **[Next]** button.

STEP 13 - 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 14 - The MODIFY DOCKET TEXT screen displays.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 15 - 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.

Docket Text: Final Text

Notice Of Possible Hearing re: Objection to Claim of Washington Mutual Finance, Inc. ; Date Claim Filed: 12/23/07 ; Amount of Claim: \$4,500.00. Filed by Joy S. Goodwin. (Attorney3, Jim) with Certificate of Service Filed by Joy S. Goodwin (related document(s)[48]). Possible Hearing scheduled for 3/28/2008 at 10:00 AM at Columbia. Date Served 2/6/2008. Last day for objections is 3/7/2008. Review to Process Order on 3/12/2008. (Attachments: # (1) Proposed Order) (Attorney3, Jim)

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

STEP 16 - 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.

STEP 17 - Continue with Certificate of Service documentation to complete this process pursuant to the rules of this court, if not included in this event.