MOTION FOR SANCTIONS
Updated 11/30/2021

Description: This process shows the steps required for an external user to docket a Motion for Sanctions in CM/ECF:

- Violation of Automatic Stay 11 U.S.C. § 362(k)
- Violation of Discharge Injunction 11 U.S.C. § 524(a) or 11 U.S.C. § 105
- Debtors Attorney Misconduct Pursuant to FRBP 9011
- 28 U.S.C. § 1927
- Sanctions (Generic) – freehand text box to add specific language

This event will also allow an external user to docket an Amended Motion for Sanctions and requires the user to relate to the existing Motion being Amended.

The generic event should not be used when a more specific event is applicable.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **<u>Motions/Applications</u>** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

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

STEP 4 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Sanctions** from the events list or start typing "san" in the text box to find the event.

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

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 appears.

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

STEP 9 – The REASON FOR SANCTIONS REQUEST screen displays.

- **Select the reason for the sanctions request ONLY if one of the following is applicable. If none apply, skip to the step 10.**

    - Violation of Automatic Stay 11 U.S.C. § 362(k)
    - Violation of Discharge Injunction 11 U.S.C. § 524(a) or 11 U.S.C. § 105
    - Debtors Attorney Misconduct under FRBP 9011
    - U.S.C. § 1927

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

STEP 10 – The CERTIFICATE OF SERVICE screen displays.

- Is the Certificate of Service Included? Select the radio button **Yes** or **No.**
- Click the **[Next]** button.

STEP 11 – The AMENDANT screen displays.

- Is this Motion Amending a Previously filed Motion? Select the radio button **Yes** or **No.**
- Click the **[Next]** button.
- If **No** was selected, continue to the next step. If **Yes** was selected, select the appropriate event to which your document relates to.

STEP 12 – The VERIFICATION screen with debtor name and case number appears.

- Verify this is the correct case and insert additional docket text if applicable.
- Click the **[Next]** button.

STEP 13 – 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.

Motion for Sanctions: Violation of Automatic Stay with Certificate of Service Filed by Bill Attorney on behalf of ABC Company. (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?

Sample Docket Text: Final Text

Motion for Sanctions: Violation of Discharge Injunction Pursuant to 11 USC 524a or 11 USC 105 with Certificate of Service Filed by Bill Attorney on behalf of ABC Company. (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?

Sample Docket Text: Final Text *(Amended Motion Filed with Linkage)*

Amended Motion for Sanctions: Debtors Attorney Misconduct Pursuant to FRBP 9011 with Certificate of Service Filed by Bill Attorney on behalf of Joe Debtor (related document(s) [37]). (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 14 – 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.