

## REQUEST FOR ORDER DIRECTING CHAPTER 13 TRUSTEE TO CEASE PAYMENTS

Updated 4/20/2023

Description: This process shows the steps required for the debtor(s) attorney to file a request for an order directing the chapter 13 trustee to cease payments to the creditor subject to the loan modification agreement. The loan modification documents must be filed on the docket before the debtor may file a request for an order for the chapter 13 trustee to cease payments. This is a text-entry only event, do not attach a motion or proposed order. The information submitted will be populated into the final docket text.

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

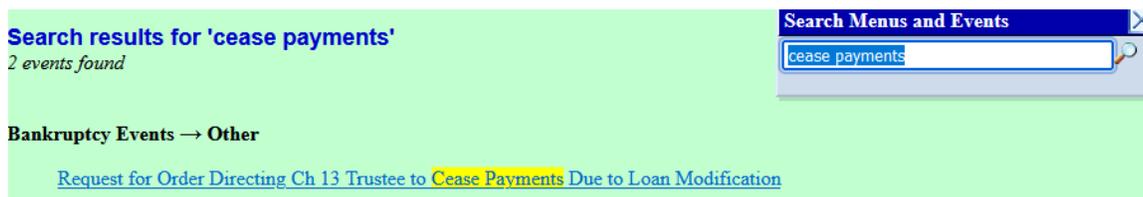
**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

**STEP 3** – The AVAILABLE EVENTS screen displays.

- Scroll to select **Request for Order Directing Ch 13 Trustee to Cease Payments Due to Loan Modification** from the events list or start by typing “cease” 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 display where the Bankruptcy Event can be found (i.e., Motions/Applications, Other, etc.) and a list of the events with the searched word highlighted (i.e., Loan Modification), along with a hyperlink.



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

**STEP 4** – The JOINT FILING screen displays.

- 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 the 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. De-selecting 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** – Refer to existing event and Claim Number screen.

- Select the checkbox for “Refer to existing event(s)” to refer to the Loan Modification Documents.
- Enter the claim number that will be affected by the Order.
- Click the **[Next]** button.
- Confirm the correct Loan Modification Documents docket entry is selected.
- Click the **[Next]** button.
- Verify the case.
- Click the **[Next]** button.

**STEP 7** – 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.

**SAMPLE DOCKET TEXT: Final Text**

**Request for Order Directing Chapter 13 Trustee to cease further payments on claim # \_\_ due to Loan Modification. Filed by Attorney Test. (Test, Attorney)**

- Click the [Next] button if docket text is correct.

**STEP 8** – 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 since it also includes the date, time, case number and document number.