

TEXT ENTRY – REQUEST FOR CONTINUANCE

3/20/2012

Description: This process shows the steps required for CM/ECF users to file a “Request for Continuance” event which will allow the parties to continuance a previously scheduled court hearing that is appearing on the court calendar.

This entry will appear in docket text on the docket sheet and will require final processing by a courtroom deputy.

NOTE: Using this event will eliminate the need for the filing party to use the Calendar Removal Request event because Courtroom will already be alerted to a filing affecting the calendar.

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.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

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 **Request for Continuance** from the events list or start typing “request” in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

STEP 5 – 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 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.
- Click the [Next] button.

STEP 7 – The WARNING screen displays.

NOTE: The following warning message will appear.

I represent that this Request for Continuance is made prior to the deadline set forth in any guidelines or other applicable order. I understand that the matter will remain on the calendar and will be called unless removed by the Court.

Additionally, this request is submitted with consent of the affected parties.

- Click the radio button indicating that the filer is Agreeing to the above statement.
- Click the [Next] button.
- Select either the First, Second or Third radio button, whichever is applicable.
- Click the [Next] button.

STEP 9 – The INFORMATION FOR CONTINUANCE screen displays.

- Enter reason for request for continuance.
- Enter date of hearing to be continued.
- Enter hearing slot number if known.
- Enter requested hearing date.
- Click the [Next] button.
- Enter Requested Hearing Time.
- Select AM or PM radio button.
- Click the [Next] button.
- Select Requested Hearing Location.
- Click the [Next] button.

NOTE: Select BOTH the MOTION and the HEARING NOTICE on the following screen. Note: The Motion and Hearing Notice may be filed separately or as a single document under the Motion.

- Click the **[Next]** button.
- Scroll to select the related pleading for which your event(s) relates.
- Click the **[Next]** button.

STEP 10 – The MODIFYING DOCKET TEXT and 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 transmission, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if the docket text is correct.

Sample Docket Text: Modifying Docket Text

First Request to Continue 3/15/2012 Hearing, Slot Number 45, re: Plan filed by Bill Attorney. Movant requests that the hearing be continued until 4/15/2012 at 10:30 am in Charleston. The request is with consent of the affected parties. The moving party requests this continuance for the following reasons: Witness is unavailable. Filed by Bill Attorney on behalf of Joe Debtor (related document(s)[3], [10]). (Attorney, Bill)

Sample Docket Text: Final Text

First Request to Continue 3/15/2012 Hearing, Slot Number 45, re: Plan filed by Bill Attorney. Movant requests that the hearing be continued until 4/15/2012 at 10:30 am in Charleston. The request is with consent of the affected parties. The moving party requests this continuance for the following reasons: Witness is unavailable. Filed by Bill Attorney on behalf of Joe Debtor (related document(s)[3], [10]). (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 11 – 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 case number, date and time of the transaction.