

**REQUEST FOR ORDER AUTHORIZING
LOAN MODIFICATION/MEDIATION**

Updated 12/1/2021

Description: This process shows the steps required for the debtor(s) attorney to request an order authorizing loan modification/mediation. This is a text entry only and no pdf is required. 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.

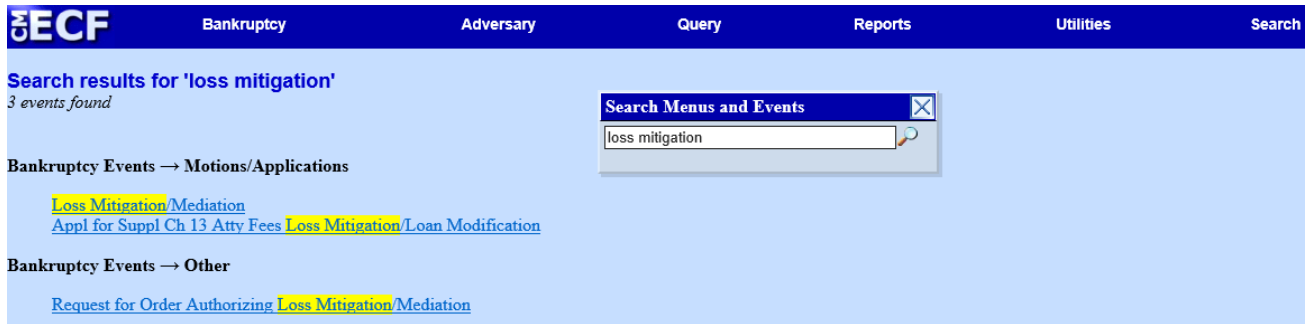
STEP 2 – The BANKRUPTCY EVENTS screen displays.

- 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 on the CM/ECF menu bar.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Request for Order Authorizing Loss Mitigation/Mediation** from the events list or start by typing “loss mitigation” 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., Loss Mitigation), 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 – The DEBTORS ATTORNEY PROMPT screen displays.

- Select **Yes** or **No** from the radio buttons.
- Click the [Next] button.

STEP 7 – The CREDITOR NAME AND PROPERTY ADDRESS screen displays.

- Enter the name of creditor.
- Enter the address of the property.

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

STEP 8 – The VERIFICATION screen with the debtor(s) name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 9 – 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 an Order waiving the automatic stay to the extent necessary to conduct loss mitigation with creditor, ABC Company, its agents, servicers, successors or assigns (Creditor) in connection with property located at 123 Main Street, Columbia SC. Filed by Bill Attorney on behalf of Joe Debtor. (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?

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

STEP 10 – 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.