

**REQUEST FOR SETTLEMENT ORDER  
ON MOTION FOR RELIEF FROM STAY**  
**06/15/2015**

Description: This process shows the steps and screens required for an external user to complete a Request for Settlement Order on a Motion for Relief from Stay in CM/ECF. This is a text entry only and no pdf is required. The information submitted will be populated in to 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 yellow help (?) icon in the upper right hand corner.

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

- Scroll to select **Request for Settlement Order on Motion for Relief from Stay** from the events list or start typing “Request for Settlement” 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., Other) and a list of the events with the search word(s) highlighted (i.e., Request for Settlement), along with a hyperlink.



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

**STEP 4** – 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 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 **Add/Create New Party** and complete the information.
- Click the [Next] button.

**IF THIS IS A JUDGE DUNCAN OR JUDGE BURRIS CASE, CONTINUE TO STEP 6. IF THIS IS A JUDGE WAITES CASE, SKIP TO STEP 25.**

**STEP 6** – The REFERENCE AN EXISTING EVENT AND DESCRIPTION information screen displays.

- Click inside the box to **Refer to an Existing Event(s)**.
- Enter the name of the Movant.
- Enter the description of the property serving as collateral.
- Calculating from the entry of the order, enter the number of months (enter 0-24) that the ex parte relief provision shall expire and no longer be effective.
- Click the [Next] button.

**Refer to existing event(s)?**

Enter name of Movant:

---

Enter Description of PROPERTY Serving as Collateral:

---

Ex parte relief provision shall expire and no longer be effective how many months from the entry of this order? (Enter 0-24):

---

**STEP 7** – The RELATE DOCUMENT AND POST PETITION ARREARAGE screen displays.

- Relate the Request for Settlement Order to the Motion for Relief from Stay.
- Enter the “as of date” in which the debtor has accrued post-petition arrearage.
- Enter the amount of the post-petition arrearage.
- Enter the months that the arrearage consists of.
- Enter the amount per month due.
- Click the [**Next**] button.

*Select the appropriate event(s) to which your event relates:*

06/12/2015 [142](#) Motion for Relief from Stay with Certification of Facts, Hearing Notice and Certificate of Service RE: 2011 Honda Civic. Filed by Bill Attorney on behalf of ABC Company. Date Served 06/18/2015. Last day for objections is 07/02/2015. Hearing scheduled for 07/21/2015 at 09:00 AM at Columbia. (Attorney, Bill)

Debtor has accrued POST PETITION ARREARAGE as of this DATE:

---

in the AMOUNT of:

---

Arrearage consists of payments for the month(s) of:

---

In the AMOUNT PER MONTH of:

---

**STEP 8** – The COSTS AND EXPENSES screen displays.

- Enter the late charges.
- Enter the Attorney Fees and Costs.
- Enter Other Costs.
- Enter a description of the Other costs.
- Click the [**Next**] button

LATE CHARGES in the amount of:

Attorney FEES AND COSTS in the amount of:

OTHER costs in the amount of:

Enter a description of the Other costs:

**STEP 9** – The PAYMENT screen displays.

- Enter the date that the Debtor shall remit regular post-petition monthly payments to the Movant. Enter the date the payments begin on.
- Click the [Next] button.

Debtor shall continue to remit to Movant the regular post petition monthly payments beginning on:

July 2015						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**STEP 10** – The REMITTANCE of PAYMENTS screen displays.

- Select how the post-petition arrearage payments will be made. Select either Single Payment or Multiple Payments.
- Click the [Next] button.

**Select how the POST PETITION ARREARAGE payments will be made.**

Single Payment

Multiple Payments

**NOTE: If SINGLE PAYMENT is selected, continue to step 11. If MULTIPLE PAYMENTS is selected, skip to step 18.**

**STEP 11** – The SINGLE PAYMENT screen displays.

- Enter the payment amount.
- Enter the date the payment will be made.

- Enter the amount the Movant will credit the suspense balance.
- Click the [Next] button.

Payment Amount:	<input type="text" value="900.00"/>
By (date):	<input type="text" value="7/1/2015"/>
Movant will credit the suspense balance in the amount of:	<input type="text" value="0.00"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

**STEP 12** – The PAYMENT ADDRESS screen displays.

- Enter the name of the Movant where the payment shall be paid.
- Enter the Address, City, State and Zip Code.
- Click the [Next] button.

Payment shall be paid directly to Movant at:	<input type="text" value="ABC Company"/>
Address 2:	<input type="text" value="11 Main Street"/>
City:	<input type="text" value="Columbia"/>
State:	<input type="text" value="SC"/>
Zip Code:	<input type="text" value="29201"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

**STEP 13** – **FOR JUDGE BURRIS CASES ONLY – ANSWER THE FOLLOW QUESTION:**

- **The Parties agree that Fed. R. Bankr. P. 4001(a)(3)** (Select from the list below)
  - is applicable
  - is not applicable
- Click the [Next] button.

**STEP 14** – The NON-STANDARD TEXT screen displays.

- Enter any Non-Standard Text that will be added to the Proposed Order.
- Click the [Next] button.

Enter any Non-Standard Text to be added to the Proposed Order:

**STEP 15** – The CERTIFICATION screen displays.

- The Movant should check the box certifying the following statement:

Movant certifies that the information entered in CMECF contains the true and complete statement of the agreed upon terms of settlement between the parties. **(YOU MUST CHECK BOX BEFORE PROCEEDING.)**

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

**STEP 16** – The 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 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 docket text is correct.

**SAMPLE DOCKET TEXT WITH SINGLE PAYMENT SELECTED: Final Text**

**Request for Settlement Order on Motion for Relief from Stay of: ABC Company for the PROPERTY described as: 2011 Honda Civic. Post petition ARREARAGE as of: 6/18/2015 in the AMOUNT of: 950.00. Arrearage consists of payments for the month(s) of April, May and June in the AMOUNT PER MONTH of: 300.00. LATE CHARGES: 0.00. Attorney FEES AND COSTS: 300.00. OTHER costs: 0.00. Debtor shall continue to remit to Movant regular post petition monthly payments beginning 7/1/2015. Debtor shall cure POST PETITION ARREARAGE as follows: Pay: 900.00 by: 7/1/2015. Movant will credit the suspense balance in the amount of: 0.00. Feb. R. Bankr. P. 4001(a)(3) is applicable. Payment shall be paid directly to Movant at: ABC Company: 11 Main Street, Columbia, SC 29201. Ex parte relief provision shall expire and no longer be effective 24 months from the entry of this order. PROPOSED TEXT: n/a. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [142]). (Attorney, Bill)**

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

**STEP 17** – 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 is recommended that you print this screen for your records because it also includes the date, time, case number and document number.

**NOTE: If MULTIPLE PAYMENTS is selected, continue with step 18.**

**STEP 18** – The MULTIPLE PAYMENT screen displays.

- The Debtor shall cure post-petition arrearage. Enter the INITIAL payment.
- Enter the date the payment will be made.
- Enter the MONTHLY payment.
- Enter the date when payments will begin.
- Enter the number of monthly payment.
- Click the [Next] button.

Debtor shall cure post petition arrearage as follows: Pay INITIAL payment of:

By (date):

Pay PER MONTH:

Beginning (date):

for HOW MANY months:

**STEP 19** – The FINAL PAYMENT screen displays.

- Insert the amount of the FINAL payment.
- Insert the date due for the FINAL payment.
- Enter the amount the Movant will credit the suspense balance.
- Click the [Next] button.

Pay FINAL payment of:

By (date):

Movant will credit the suspense balance in the amount of:

**STEP 20** – The PAYMENT ADDRESS screen displays.

- Enter the name of the Movant where the payment shall be paid.
- Enter the Address, City, State and Zip Code.
- Click the [Next] button.

Payment shall be paid directly to Movant at:

Address 2:

City:

State:

Zip Code:

**STEP 21** – **FOR JUDGE BURRIS CASES ONLY – ANSWER THE FOLLOW QUESTION:**

- **The Parties agree that Fed. R. Bankr. P. 4001(a)(3)** (Select from the list below)
  - is applicable
  - is not applicable
- Click the [Next] button.

**STEP 22** – The NON-STANDARD TEXT screen displays.

- Enter any Non-Standard Text that will be added to the Proposed Order.
- Click the [Next] button.

Enter any Non-Standard Text to be added to the Proposed Order:



**STEP 23** – The CERTIFICATION screen displays.

- The Movant should check the box certifying the following statement:

Movant certifies that the information entered in CMECF contains the true and complete statement of the agreed upon terms of settlement between the parties. **(YOU MUST CHECK BOX BEFORE PROCEEDING.)**

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

**STEP 24** – The 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 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 docket text is correct.

**SAMPLE DOCKET TEXT WITH MULTIPLE PAYMENTS SELECTED: Final Text**

Request for Settlement Order on Motion for Relief from Stay of: ABC Company for the PROPERTY described as: 2011 Honda Accord. Post petition ARREARAGE as of: 6/18/2015 in the AMOUNT of: 800.00. Arrearage consists of payments for the month(s) of April through June in the AMOUNT PER MONTH of: 200.00. LATE CHARGES: 0.00. Attorney FEES AND COSTS: 200.00. OTHER costs: 0.00. Debtor shall continue to remit to Movant regular post petition monthly payments beginning 7/1/2015. Debtor shall cure POST PETITION ARREARAGE as follows: Pay INITIAL payment of: 100.00 by: 7/1/2015. Pay PER MONTH: 100.00 beginning: 8/1/2015 for 7 months. Pay FINAL payment of: 100.00 by: 2/1/2016. Movant will credit the suspense balance in the amount of: 0.00. Payment shall be paid directly to Movant at: ABC Company: 11 Main Street, Columbia, SC 29201. Ex parte relief provision shall expire and no longer be effective 24 months from the entry of this order. PROPOSED TEXT: n/a. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [142]). (Attorney, Bill)

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

**IF THIS IS A JUDGE WAITES CASE, CONTINUE WITH STEP 25.**

**STEP 25** – The REFERENCE AN EXISTING EVENT AND DESCRIPTION information screen displays.

- Click inside the box to **Refer to an Existing Event(s)**.
- Enter the name of the Movant.
- Enter the description of the property serving as collateral.
- Enter the value/equity if any ABOVE the movants lien.
- Click the [**Next**] button.

**Refer to existing event(s)?**  
Enter name of Movant:   
Enter Description of PROPERTY Serving as Collateral:   
Enter value/equity if any ABOVE the movants lien:

**STEP 26** – The RELATE DOCUMENT AND POST PETITION ARREARAGE screen displays.

- Relate the Request for Settlement Order to the Motion for Relief from Stay.
- Enter the “as of date” in which the debtor has accrued post-petition arrearage.
- Enter the amount of the post-petition arrearage.
- Enter the months that the arrearage consists of.
- Enter the amount per month due.
- Click the [**Next**] button.

*Select the appropriate event(s) to which your event relates:*

06/18/2015 [62](#) Motion for Relief from Stay with Certification of Facts, Hearing Notice and Certificate of Service RE: 123 Property Rd., Columbia, SC 29201. Filed by Bill Attorney on behalf of ABC Company. Date Served 06/18/2015. Last day for objections is 07/02/2015. Hearing scheduled for 07/21/2015 at 09:00 AM at Columbia. (Attorney, Bill)

Debtor has accrued POST PETITION ARREARAGE as of this DATE:

in the AMOUNT of:

Arrearage consists of payments for the month(s) of:

In the AMOUNT PER MONTH of:

**STEP 27** – The COSTS AND EXPENSES screen displays.

- Enter the late charges.
- Enter the Attorney Fees and Costs.
- Enter Other Costs.
- Enter a description of the Other costs.
- Click the **[Next]** button.

LATE CHARGES in the amount of:

Attorney FEES AND COSTS in the amount of:

OTHER costs in the amount of:

Enter a description of the Other costs:

**STEP 28** – The PAYMENT screen displays.

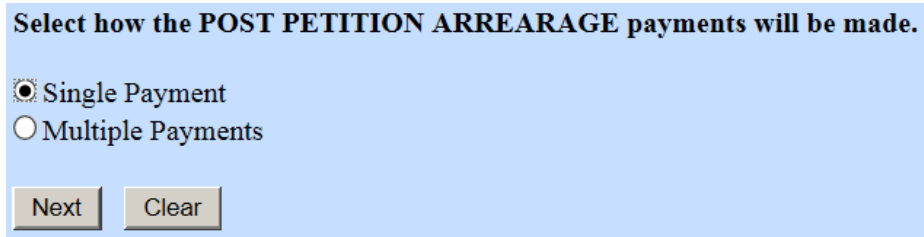
- Enter the date that the Debtor shall remit regular post-petition monthly payments to the Movant.  
Enter the date the payments begin on.
- Click the **[Next]** button.

Debtor shall continue to remit to Movant the regular post petition monthly payments beginning on:

July 2015						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**STEP 29** – The REMITTANCE of PAYMENTS screen displays.

- Select how the post-petition arrearage payments will be made. Select either Single Payment or Multiple Payments.
- Click the [Next] button.



Select how the POST PETITION ARREARAGE payments will be made.

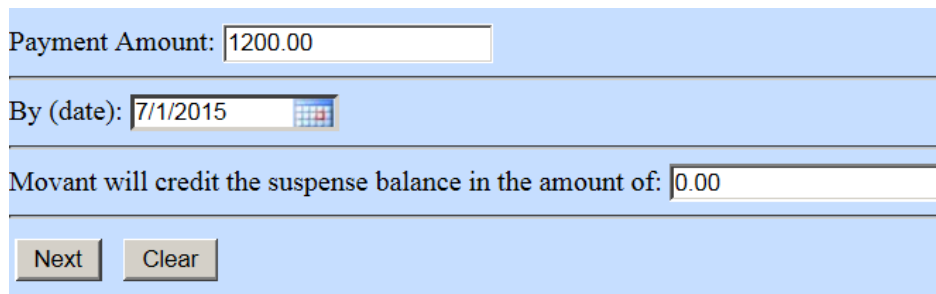
Single Payment  
 Multiple Payments

Next Clear

**NOTE:** If SINGLE PAYMENT is selected, continue with step 30. If MULTIPLE PAYMENTS is selected, skip to step 37.

**STEP 30** – The SINGLE PAYMENT screen displays.

- Enter the payment amount.
- Enter the date the payment will be made.
- Enter the amount the Movant will credit the suspense balance.
- Click the [Next] button.



Payment Amount: 1200.00

By (date): 7/1/2015

Movant will credit the suspense balance in the amount of: 0.00

Next Clear

**STEP 31** – The PAYMENT ADDRESS screen displays.

- Enter the name of the Movant where the payment shall be paid.
- Enter the Address, City, State and Zip Code.
- Click the [Next] button.

Payment shall be paid directly to Movant at:	<input type="text" value="ZYZ Company"/>
Address 2:	<input type="text" value="11 Main Street"/>
City:	<input type="text" value="Columbia"/>
State:	<input type="text" value="SC"/>
Zip Code:	<input type="text" value="29201"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

**STEP 32** – The FED. R. BANKR. P. 4001(a)(3) screen displays.

- **The Parties agree that Fed. R. Bankr. P. 4001(a)(3)** (Select from the list below)
  - is applicable
  - is not applicable
- Click the **[Next]** button.

**STEP 33** – The NON-STANDARD TEXT screen displays.

- Enter any Non-Standard Text that will be added to the Proposed Order.
- Click the **[Next]** button.

Enter any Non-Standard Text to be added to the Proposed Order:	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

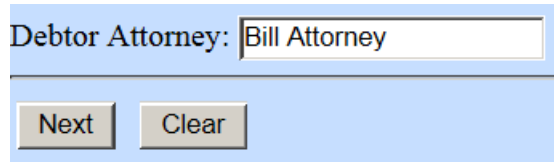
**STEP 34** – The CERTIFICATION screen displays.

- Certify the following statement and check the box before proceeding:
  - **Debtors counsel represents that prior to consenting to this settlement order, the payment obligations set forth in this Order, including the amounts, method, and timing of payments, and consequences of default were reviewed with and agreed to by the Debtor or the party obligated to pay. (YOU MUST CHECK BOX BEFORE PROCEEDING.)**
- Click the **[Next]** button.

**STEP 35** – The ATTORNEY REPRESENTATION screen displays.

- Insert the Debtor's Attorney.

- Click the [Next] button.

A screenshot of a web form with a light blue background. The label 'Debtor Attorney:' is followed by a text input field containing the text 'Bill Attorney'. Below the input field are two buttons: 'Next' and 'Clear'.

STEP 36 – The 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 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 docket text is correct.

**SAMPLE DOCKET TEXT WITH SINGLE PAYMENT SELECTED: Final Text**

Request for Settlement Order on Motion for Relief from Stay of: XYZ Company for the PROPERTY described as: 124 Property Road, Columbia, SC 29201. Value/Equity ABOVE lien: 0.00. Post petition ARREARAGE as of: 6/18/2015 in the AMOUNT of: 1200.00. Arrearage consists of payments for the month(s) of March through June in the AMOUNT PER MONTH of: 300.00. LATE CHARGES: 0.00. Attorney FEES AND COSTS: 300.00. OTHER costs: 0.00. Debtor shall continue to remit to Movant regular post petition monthly payments beginning 7/1/2015. Debtor shall cure POST PETITION ARREARAGE as follows: Pay 1200.00 by : 7/1/2015. Movant will credit the suspense balance in the amount of: 0.00. Fed. R. Bankr. P. 4001(a)(3) is not applicable. Payment shall be paid directly to Movant at: XYZ Company: 11 Main Street, Columbia, SC 29201. Debtor Attorney: Bill Attorney. PROPOSED TEXT: n/a. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [28]). (Attorney, Bill)

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

**NOTE: If MULTIPLE PAYMENTS is selected and the case is assigned to Judge Waites, continue with step 37.**

**STEP 37** – The MULTIPLE PAYMENT screen displays.

- The Debtor shall cure post-petition arrearage. Enter the INITIAL payment.
- Enter the date the payment will be made.
- Enter the MONTHLY payment.
- Enter the date when payments will begin.
- Enter the number of monthly payment.
- Click the [Next] button.

Debtor shall cure post petition arrearage as follows: Pay INITIAL payment of:	<input type="text" value="300.00"/>
By (date):	<input type="text" value="7/1/2015"/>
Pay PER MONTH:	<input type="text" value="300.00"/>
Beginning (date):	<input type="text" value="8/1/2015"/>
for HOW MANY months:	<input type="text" value="3"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

**STEP 38** – The FINAL PAYMENT screen displays.

- Insert the amount of the FINAL payment.
- Insert the date due for the FINAL payment.
- Enter the amount the Movant will credit the suspense balance.
- Click the [Next] button.

Pay FINAL payment of:	<input type="text" value="300.00"/>
By (date):	<input type="text" value="10/1/2015"/>
Movant will credit the suspense balance in the amount of:	<input type="text" value="0.00"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

**STEP 39** – The PAYMENT ADDRESS screen displays.

- Enter the name of the Movant where the payment shall be paid.
- Enter the Address, City, State and Zip Code.
- Click the [Next] button.

Payment shall be paid directly to Movant at:

Address 2:

City:

State:

Zip Code:

**STEP 40** – The FED. R. BANKR. P. 4001(a)(3) screen displays.

- **The Parties agree that Fed. R. Bankr. P. 4001(a)(3)** (Select from the list below)
  - is applicable
  - is not applicable
- Click the [**Next**] button.

**STEP 41** – The NON-STANDARD TEXT screen displays.

- Enter any Non-Standard Text that will be added to the Proposed Order.
- Click the [**Next**] button.

Enter any Non-Standard Text to be added to the Proposed Order:

**STEP 42** – The CERTIFICATION screen displays.

- Certify the following statement and check the box before proceeding:
  - **Debtors counsel represents that prior to consenting to this settlement order, the payment obligations set forth in this Order, including the amounts, method, and timing of payments, and consequences of default were reviewed with and agreed to by the Debtor or the party obligated to pay. (YOU MUST CHECK BOX BEFORE PROCEEDING.)**
- Click the [**Next**] button.

**STEP 43** – The ATTORNEY REPRESENTATION screen displays.

- Insert the Debtor's Attorney.



- Click the [Next] button.

Debtor Attorney:

**STEP 44** – The 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 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 docket text is correct.

**SAMPLE DOCKET TEXT WITH MULTIPLE PAYMENTS SELECTED: Final Text**

Request for Settlement Order on Motion for Relief from Stay of: XYZ Company for the PROPERTY described as: 124 Property Road, Columbia, SC 29201. Value/Equity ABOVE lien: 0.00. Post petition ARREARAGE as of: 6/18/2015 in the AMOUNT of: 1200.00. Arrearage consists of payments for the month(s) of March through June in the AMOUNT PER MONTH of: 300.00. LATE CHARGES: 0.00. Attorney FEES AND COSTS: 300.00. OTHER costs: 0.00. Debtor shall continue to remit to Movant regular post petition monthly payments beginning 7/1/2015. Debtor shall cure POST PETITION ARREARAGE as follows: Pay INITIAL payment of: 300.00 by: 7/1/2015. Pay PER MONTH: 300.00 beginning: 8/1/2015 for 3 months. Pay FINAL payment of: 300.00 by 10/1/2015. Movant will credit the suspense balance in the amount of: 0.00. Fed. R. Bankr. P. 4001(a)(3) is applicable. Payment shall be paid directly to Movant at: XYZ Company: 11 Main Street, Columbia, SC 29201. Debtor Attorney: Bill Attorney. PROPOSED TEXT: n/a. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [25]). (Attorney, Bill)

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