

TEXT ENTRY – REQUEST FOR SCHEDULING

Updated 5/10/2023

Description: This process shows the steps required for CM/ECF users to file a “**Request for Scheduling Order.**” The event is used for contested matters pursuant to SC LBR 9013-1(d) where discovery is necessary to prepare for a hearing. This request will appear as a text entry on the docket for the Court to consider and enter a Scheduling Order. No proposed Scheduling Order is required from the filer.

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.
- 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 **Request for Scheduling Order (text entry only)** 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 – Select appropriate Party consent below:

- Select whether other parties consent or do not consent
- Click the **[Next]** button.
- Select Refer to Existing event(s)?
- Click the **[Next]** button
- Select the category to which your event relates
- Click the **[Next]** button
- Click the **[Next]** button

STEP 8 – Verify final docket text. See example below

Docket Text: Final Text

Pursuant to SC LBR 9013-1, a scheduling order is requested. All parties to the action consent to the entry of a scheduling order Filed by Test6 Attorney on behalf of Joseph Wayne Sample. (related document(s)[38]). (Attorney, Test6)

Have you redacted?

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

STEP 9 – 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.