

CONFIRMATION HEARING CONTINUED

09/01/2013

Description: This Participant's Guide is to be used by Trustees only. This process shows the steps required for the Trustee to docket Confirmation Hearing Continued. This docket event by the Trustee is an entry on the docket sheet.

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Trustee/US Trustee** 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 **Confirmation Hearing Continued** from the events list or start typing “Confirmation” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- Once the event is selected, click the **[Next]** button.

NOTE: By using the Search feature, CM/ECF will indicate where the Bankruptcy Event can be found and a list of the events with the searched word highlighted along with a hyperlink.

STEP 5 – The SELECT PARTY screen displays.

- Select the party from the list.
- If the correct party does not appear in the drop-down box, verify the case number and name.
- Click the **[Next]** button twice.

STEP 6 – The ASSOCIATION screen displays.

- Click inside the box to associate the filing trustee with the filing party, if necessary.
- Click the **[Next]** button two (2) times.

STEP 7 – The CONFIRMATION HEARING INFORMATION, SELECT APPROPRIATE EVENTS and TERMINATE PENDING DEADLINES screen displays.

- Enter the Confirmation Hearing Date, Hearing Time, and Location. The location may be chosen from the drop-down list.
- Check the box beside the appropriate Confirmation Hearing.
- Click the **[Next]** button.

STEP 8 – The JOINT STATEMENT OF DISPUTE screen displays.

- Enter the Judge's initials.
- If **NO** Joint Statement of Dispute if due, click the **[Next]** button two times and go to **STEP 9**.
- Check the box if a Joint Statement of Dispute **IS** due.
- Click the **[Next]** button.
- Enter the following information:
 - Enter the DUE DATE of the Joint Statement of Dispute.
 - Enter the TIME of the Joint Statement of Dispute Due, i.e., 12:00 p.m.
 - Enter the PARTY(S) to Submit the Joint Statement of Dispute.
- Click the **[Next]** button twice.

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

Sample Docket Text with: NO JOINT STATEMENT OF DISPUTE

Sample Docket Text: Final Text

Confirmation Hearing Continued. HB. Filed by Jane Trustee. Hearing scheduled for 11/12/2013 at 09:00 AM in Spartanburg. (Trustee, Jane)

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

Have you redacted?

Sample Docket Text with: JOINT STATEMENT OF DISPUTE CHECKED

Sample Docket Text: Final Text

Confirmation Hearing Continued. HB. Joint Statement of Dispute Due: 07/29/13 no later than 12:00 pm from Jane Trustee. Filed by Jane Trustee. Hearing scheduled for 10/10/2013 at 10:00 AM in Spartanburg. (Trustee, Jane)

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

Have you redacted?

STEP 10 – 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 date and time of the transaction.