

# U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

## File a Motion in a Bankruptcy Case

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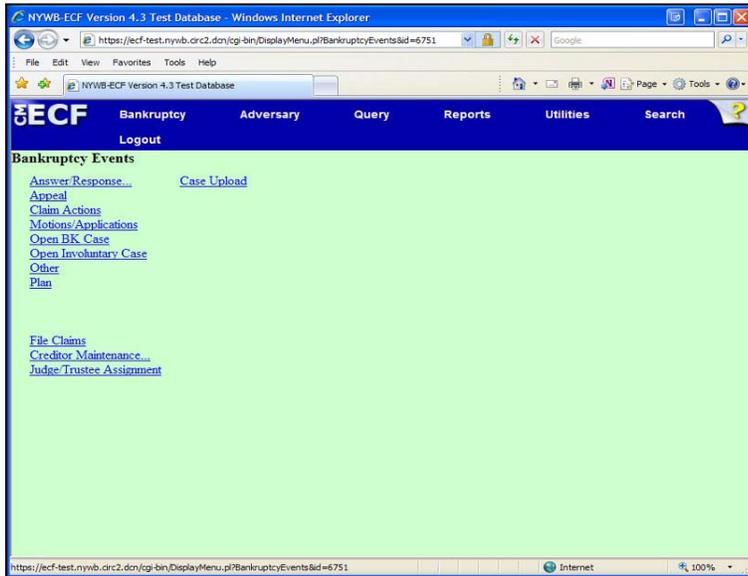


To begin, from the blue bar, click on the word: Bankruptcy

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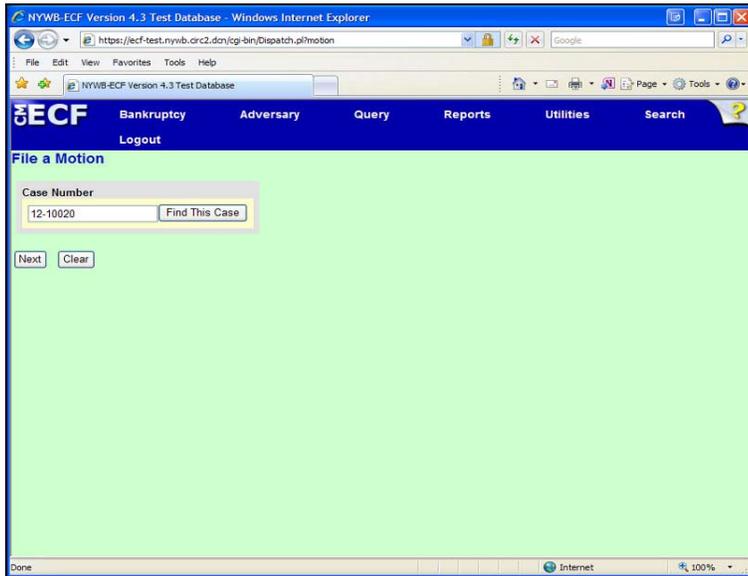
*Bankruptcy Events:*

Click: [Motions/Applications](#)

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### *File a Motion:*

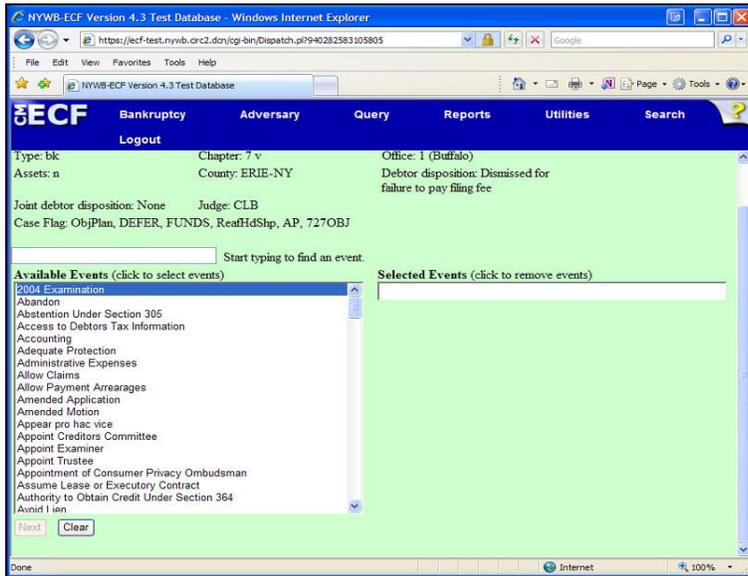
Enter the case number. Case number format = 00-12345

Click: Next

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### *Available Events:*

To find the event, start typing in the box or scroll down.

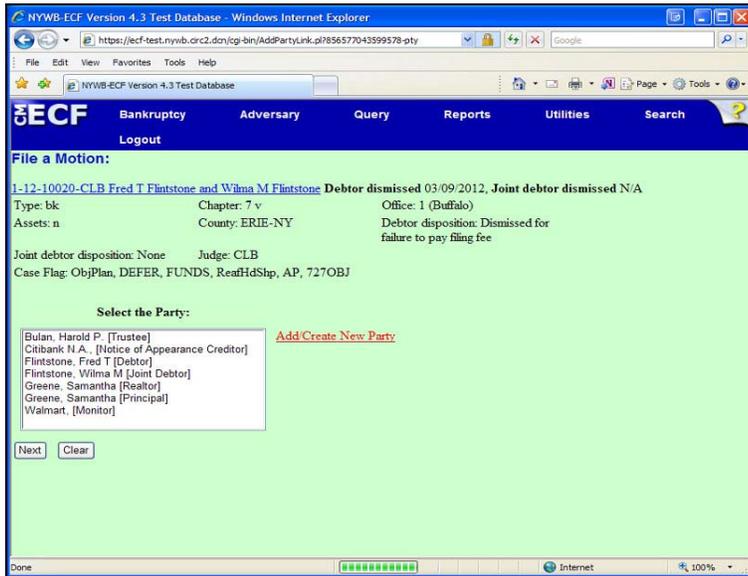
- The correct Relief MUST be selected
- If the Motion contains multiple Reliefs, you MUST select ALL of them
- To select multiple reliefs, click on one, hold down the 'Control' key on your keyboard, then click on the other.
- If done correctly, ALL reliefs will display under: Selected Events

Then click: Next

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### Select the Party:

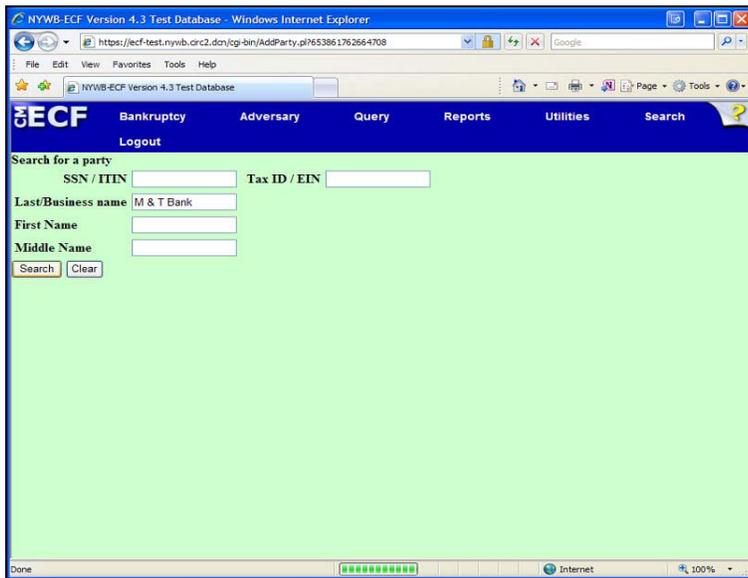
Select or Add the Party that you represent.

- See next page for Adding the Party

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*Search for a party:*

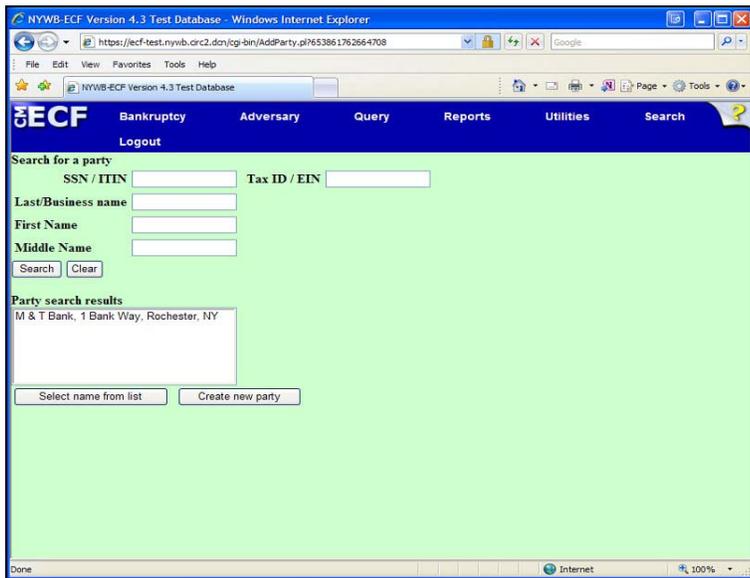
Last/Business name field: Enter the name of the party you represent

Then click: Search

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### *Party search results:*

- Select the Party if it matches the party listed on your pdf.
- If it is not an exact match, click: Create new party.

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The screenshot shows a web browser window displaying the ECF system interface. The page title is "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The browser address bar shows the URL: "https://ecf-test.nywb.crc2.don/cgi-bin/AddParty.pl?7702068893674284\_1\_0-1". The page has a navigation menu with "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the menu is a "Logout" link. The main content area is titled "Party Information" and contains a form for "M & T Bank" with the SSN / ITIN listed as "Unknown". The form fields include: Office, Address 1 (1 Bank Way), Address 2, Address 3, City (Rochester), State (NY), Zip (14606), County, Country, Phone, Fax, E-mail, Role (blank (blank)), and Party text. At the bottom of the form are buttons for "Submit", "Cancel", "Clear", and "Corporate parent / affiliate...".

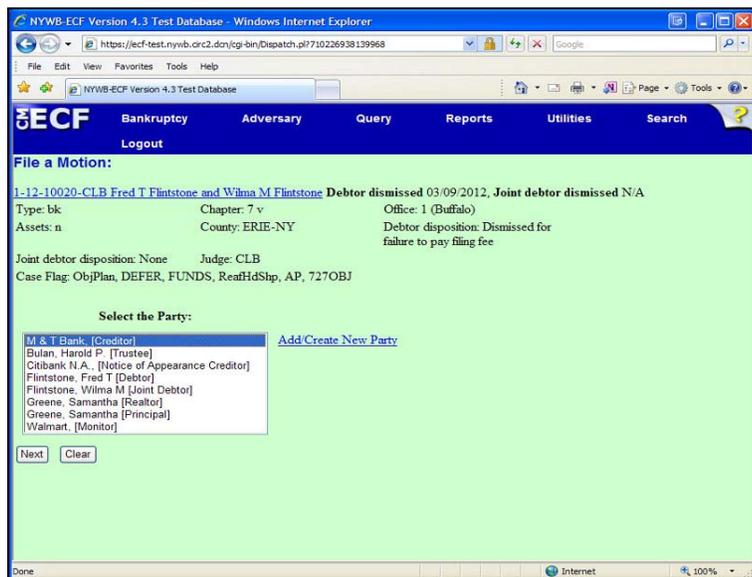
### *Party Information:*

- Review the party information. Make changes, if necessary.
- Select the 'role'
- Click: Submit

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### Select the Party:

- The party has been added to the case.
- It remains highlighted.

Click: Next

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**File a Motion:**

[1-12-10020-CLB Fred T Flintstone and Wilma M Flintstone](#)

Type: bk	Chapter: 7 v	Office: 1 (Buffalo)
Assets: y	County: ERIE-NY	Debtor disposition: Standard Discharge
Joint debtor disposition: Standard Discharge	Judge: CLB	
Case Flag: ObjPlan, DEFER, FUNDS, Override, ReafHdShp, AP, 727OBJ, JntDbDebtEd		

**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.**

Sams Club, (cr:cr) represented by Ring, John H. III(aty)

Next

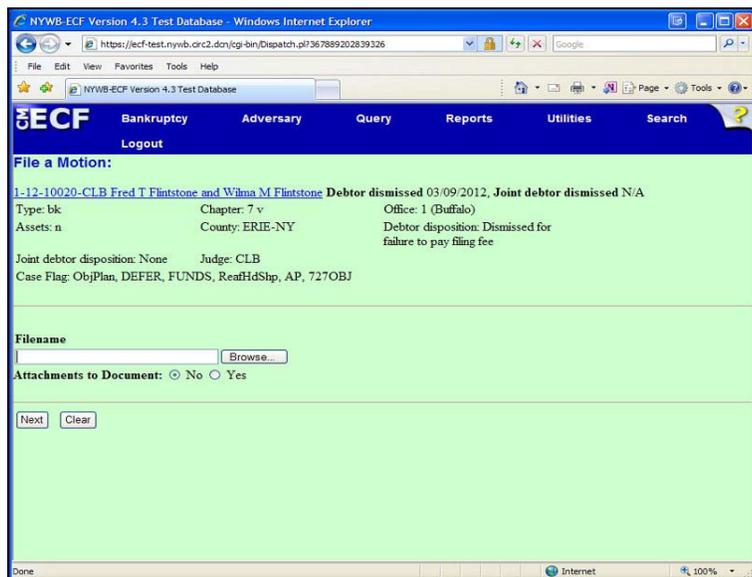
Clear

- 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.
- Click: Next

# U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.crc2.don/cgi-bin/Dispatch.pl?367889202839326". The page has a blue header with the ECF logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the header is a "Logout" link. The main content area is green and titled "File a Motion:". It displays case information for "1-12-10020-CLB Fred T Flintstone and Wilma M Flintstone Debtor dismissed 03/09/2012, Joint debtor dismissed N/A". The information includes: Type: bk, Chapter: 7 v, Office: 1 (Buffalo); Assets: n, County: ERIE-NY, Debtor disposition: Dismissed for failure to pay filing fee; Joint debtor disposition: None, Judge: CLB; Case Flag: ObjPlan, DEFER, FUNDS, ReafHdShp, AP, 727OBJ. Below this is a "Filename" field with a "Browse..." button. There are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom of the form are "Next" and "Clear" buttons.

### *Filename:*

Click Browse to attach the pdf.

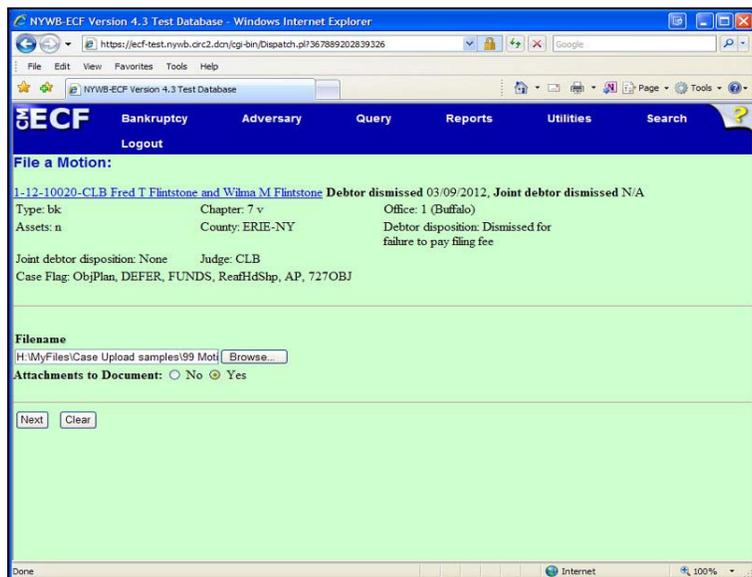
- Motion and Notice of Motion should be combined into one pdf and attached first.
- Exhibits and Supporting documents MUST be a separate pdf and attached after the Notice of Motion.
- Certificate of Service MUST be a separate pdf and attached after the Notice of Motion.
- Proposed Order MUST be a separate pdf and attached after the Notice of Motion.

Click: Next

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "https://ecf-test.nywb.crc2.don/cgi-bin/Dispatch.pl?367889202839326". The page has a blue header with the "ECF" logo and navigation tabs: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the header is a "Logout" link. The main content area is titled "File a Motion:" and displays case information for "1-12-10020-CLB Fred T Flintstone and Wilma M Flintstone Debtor dismissed 03/09/2012, Joint debtor dismissed N/A". The case details include: Type: bk, Chapter: 7 v, Office: 1 (Buffalo); Assets: n, County: ERIE-NY, Debtor disposition: Dismissed for failure to pay filing fee; Joint debtor disposition: None, Judge: CLB; Case Flag: ObjPlan, DEFER, FUNDS, ReafHdShp, AP, 727OBJ. Below the case information is a "Filename" field with a text input containing "H:\MyFiles\Case Upload samples\99 Moti" and a "Browse..." button. There is also an "Attachments to Document:" section with radio buttons for "No" and "Yes", where "Yes" is selected. At the bottom of the form are "Next" and "Clear" buttons.

*Filename:*

After the Motion and Notice of Motion is attached, click: Yes for Attachments to Document.

To continue, click: Next

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## File a Motion in a Bankruptcy Case

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows the URL "http://ecf-test.nywb.crc2.don/cgi-bin/Dispatch.pl?51153698-4459-458". The page has a blue header with the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the header, there is a "Logout" link and a "Case Information" section with fields for Assets, County (ERIE-NY), Debtor disposition (Dismissed for failure to pay filing fee), Joint debtor disposition (None), Judge (CLB), and Case Flag (ObjPlan, DEFER, FUNDS, ReatHdShp, AP, 727OBJ). The main content area is green and contains the following instructions:

**Select one or more attachments.**  
1) Select the PDF document that contains the attachment.  
**Filename**

2) Fill in the fields below.  
**Category** and/or **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

### Select one or more attachments:

1. Click: Browse to attach one pdf
2. Select a Category and/or enter a description of the pdf.
3. Click: Add to List

Repeat steps 1 - 3

All attachments **MUST** be listed in the box

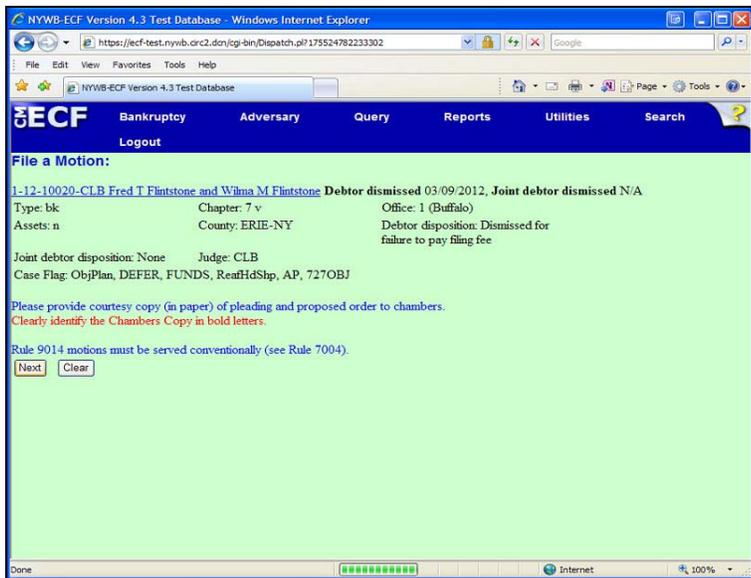
When you are finished attaching documents, click Next.

Continue through the screens.

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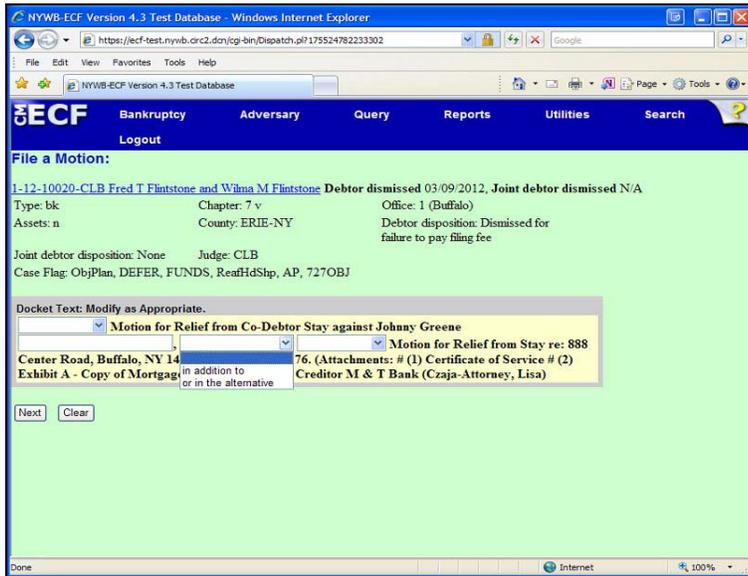
A Chambers Copy of the entire motion and proposed order must be mailed to the Court.

Click: Next

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*Docket Text: Modify as Appropriate:*

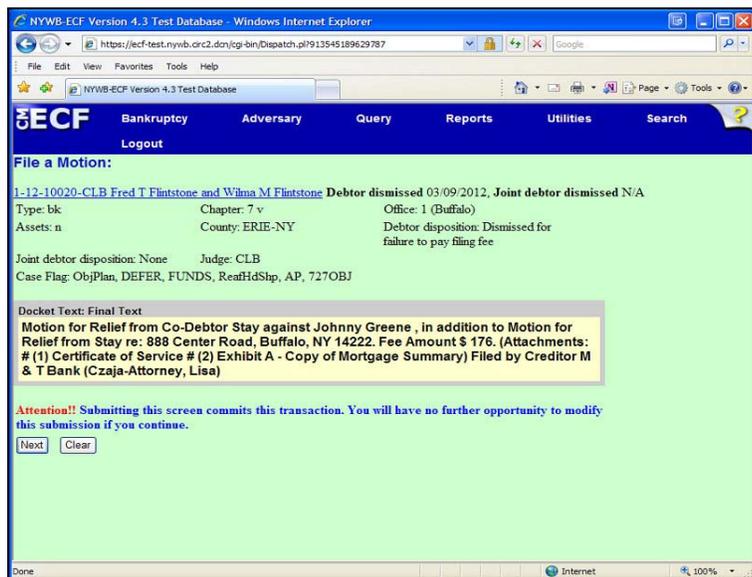
Use the drop down boxes and/or text areas.

Click: Next

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*Docket Text: Final Text:*

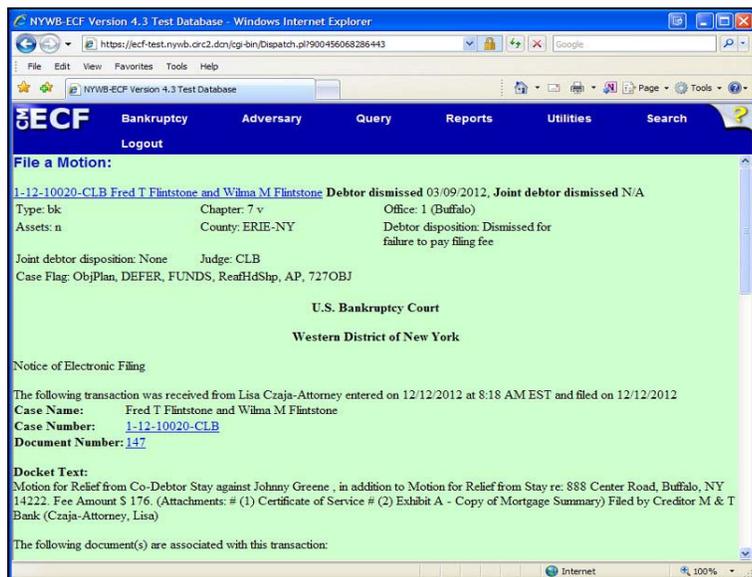
This is the last screen before filing the motion. Review the Final Docket Text.

Click: Next

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### *Notice of Electronic Filing:*

This is your receipt of filing.

If a fee is due, a pop-up screen will display.