File a Motion in a Bankruptcy Case



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

File a Motion in a Bankruptcy Case



Bankruptcy Events:

**Click: Motions/Applications** 

File a Motion in a Bankruptcy Case



#### File a Motion:

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

# File a Motion in a Bankruptcy Case



#### 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

# File a Motion in a Bankruptcy Case

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<u>1-12-10020-CLB</u> Type: bk	Fred T Flintstone	e and Wilma M Chapter: 7 v	Flintstone D	ebtor dismiss Office	ed 03/09/2012, Jo :: 1 (Buffalo)	oint debtor dismissed	N/A
Assets: n		County: ERIE-	NY	Debto	or disposition: Disn to pay filing fee	nissed for	
Se Bulan, Harold P. ( Citibank NA , IN Finitstone, Fried T Finitstone, Wilm Greene, Samath Walmart, (Monitor Next) Clear	lect the Party: Trustee] [Debtor] M [Joint Debtor] a [Realtor] a [Principal] ]	ce Creditor]	<u>Add/Create</u>	: New Party			
Done						Internet	at 100% +

#### Select the Party.

Select or Add the Party that you represent.

• See next page for Adding the Party

File a Motion in a Bankruptcy Case



#### Search for a party.

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

Then click: Search

File a Motion in a Bankruptcy Case

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Party search results					
M & T Bank, 1 Bank Way, Rochester, I	VY				
Select name from list	reate new party				
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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.

# File a Motion in a Bankruptcy Case

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Party text						
ubmit C	ancel Clear Cor	porate parent / affiliate.				

#### Party Information:

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

# File a Motion in a Bankruptcy Case

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ile a Motion:					
12-10020-CLB Fred T Flint	stone and Wilma M Flintstone	Debtor dismisse	d 03/09/2012, Joint	debtor dismissed	N/A
ype: ok ssets: n	County: ERIE-NY	Debtor failure	disposition: Dismiss to pay filing fee	sed for	
ase Flag: ObjPlan, DEFER, 1 Select the Pa	TUNDS, ReatHdShp, AP, 727	OBJ			
Bulan, Harold P. [Trustee] Citibank N.A., [Notice of Appe Flintstone, Fred T [Debtor] Flintstone, Wilma M [Joint De Greene, Samantha [Realtor] Greene, Samantha [Principal] Walmart, [Monitor]	arance Creditor] Ibtor]	<u></u>			
Next Clear					

#### Select the Party:

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

File a Motion in a Bankruptcy Case

File a Motion:		
1-12-10020-CLB Fred T Flin	tstone 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, Ovrride, ReafHdShp,	AP, 727OBJ, JntDbDebtEd
IMPORTANT: The followin selecting a party association Electronic Filing for that pa only parties represented by	ng attorney/party association(s will result in the filing attorn arty. If this is a joint filing, rev the filing attorney are selected	s) will be created in this case. De- ley NOT receiving Notices of iew the list carefully to ensure that d.
Sams Club, (cr:cr) represe	nted by Ring, John H. III(aty)	

- 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

### File a Motion in a Bankruptcy Case

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ile a Motion	:						
-12-10020-CLB	Fred T Flintston	and Wilma M Flintstone	Debtor dismisse	d 03/09/2012. Join	t debtor dismissed	N/A	
l'ype: bk		Chapter: 7 v	Office	1 (Buffalo)			
Assets: n		County: ERIE-NY	Debtor failure	disposition: Dismis to pay filing fee	sed for		
oint debtor dispo	sition: None	Judge: CLB					
Case Flag: ObjPla	m, DEFER, FUN	DS, ReatHdShp, AP, 727	OBJ				
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#### 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.

# File a Motion in a Bankruptcy Case

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File a Motion:							
1-12-10020-CLB Fre	d T Flintstone and	d Wilma M Flintstone	Debtor dismissed	1 03/09/2012, Joint	debtor dismissed	N/A	
Type: bk	Ch	apter: 7 v	Office:	1 (Buffalo)			
Assets: n	Co	unty: ERIE-NY	Debtor failure t	disposition: Dismiss to pay filing fee	ed for		
Joint debtor disposition	n: None Jud	dge: CLB		195935			
Case Flag: ObjPlan, D	JEFER, FUNDS,	ReafHdShp, AP, 727	OBJ				
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#### Filename:

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

To continue, click: Next

## File a Motion in a Bankruptcy Case

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Assets: n	County: ERIE-NY	Debtor failure	r disposition: Dismis to pay filing fee	sed for		
Joint debtor disposition: None	Judge: CLB					
Select one or more attachme 1) Select the PDF document Filename	that contains the attachment. Browse					
2) Fill in the fields below. Category	and/or Description					
<ol> <li>Add the filename to the lis click on the Next button.</li> </ol>	t box below. If you have more	r attachments, go	back to Step 1. W	hen the list of filend	imes is complete,	
Certificate Service_2pgs.pdf 99 Exhibit A.pdf	Add to List Remove from List					
Done				Internet	A 1008/	-

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.

### File a Motion in a Bankruptcy Case



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

# File a Motion in a Bankruptcy Case

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File a Motion:							
1-12-10020-CLB F	red T Flintston	e and Wilma M Flints	stone Debtor dis	missed 03/09/2012,	Joint debtor dismis	sed N/A	
Type: bk		Chapter: 7 v		Office: 1 (Buffalo)			
Assets: n		County: ERIE-NY	1	Debtor disposition: Di ailure to pay filing fee	smissed for		
Joint debtor disposit	ion: None	Judge: CLB					
Case Flag: ObjPlan, Docket Text: Modif	DEFER, FUN	DS, ReafHdShp, AF	•, 727OBJ				
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		~	~	Motion for Relief	from Stay re: 888		
Center Road, But Exhibit A - Copy	ifalo, NY 14 of Mortgage	addition to in the alternative	76. (Attachment Creditor M & T	s: # (1) Certificate o Bank (Czaja-Attor	of Service # (2) ney, Lisa)		
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Docket Text: Modify as Appropriate:

Use the drop down boxes and/or text areas.

## File a Motion in a Bankruptcy Case



#### Docket Text: Final Text.

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

# File a Motion in a Bankruptcy Case



#### Notice of Electronic Filing:

This is your receipt of filing.

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