File a Reply to a Motion



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

File a Reply to a Motion



Bankruptcy Events:

Click: Reply/Response

File a Reply to a Motion



Reply/Response:

Click: Reference an existing Motion/Application

File a Reply to a Motion

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File an answer to a motion:

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

File a Reply to a Motion

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Available Events:

Your options are:

- Objection
- Reply
- Response

File a Reply to a Motion



Joint filing with other attorney(s):

• If applicable, place a check mark in the box.

File a Reply to a Motion

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Select the Party:

Select or Add the Party that you represent

- See next page for Adding the Party

File a Reply to a Motion

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Search for a party.

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

Then click: Search

File a Reply to a Motion

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Party search results:

- If the party matches the party listed on your pdf, click on it once, then click: **Select name from list**.
- If it is not an exact match, click: Create new party.

File a Reply to a Motion

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Party Information:

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

File a Reply to a Motion



Select the Party:

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

File a Reply to a Motion

File a Motion:		
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Joint debtor disposition: Standard Discharge	Judge: CLB	
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Sams Club, (cr:cr) represented	by Ring, John H. III(aty)	

- Place a check mark in the box to create an association between you and the party.
- Click: Next

File a Reply to a Motion



Please take the time to read the important messages displayed on the screen.

File a Reply to a Motion

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Please read the important messages displayed on the screen.

Click Browse to attach the pdf.

- Certificate of Service MUST be a separate pdf and attached after the main document.

File a Reply to a Motion



Place a check mark next to the Motion you are responding to.

File a Reply to a Motion

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Docket Text: Modify as Appropriate:

• Add additional docket text if appropriate.

File a Reply to a Motion

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Docket Text: Final Text:

- This is the final screen before filing the document.
- Review the docket text for accuracy.
- HAVE YOU REDACTED?

To file the document, click: Next

File a Reply to a Motion



Notice of Electronic Filing:

This is your receipt of filing.