

# Motion To Extend/Shorten Time

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Motions/Applications**.

**STEP 3.** The **Case Number** screen displays.

- Insert the case number using the YY-NNNNN format.
- Click **Next**.

**STEP 4.** Confirm the debtor(s) name and case number are correct.

- Select **Extend/Shorten Time** from the event list.

**NOTE:** Do not use this event if filing a Motion To Extend Time To File 727 Complaint; Motion To Extend Time To File Dischargeability Complaint; Motion To Extend Time To File Missing/Conversion Documents; Motion To Extend Time To File Tax Returns; Motion to Extend Time for Credit Counseling; or Motion to Extend Time for Financial Management Certification. These Motions each have their own specific event.

- Click **Next**.

**STEP 5.** The **Party Selection** screen displays.

- Select the party filer.
- Click **Next**.

**STEP 6.** **Refer to existing event(s)?** screen displays.

- If the Motion refers to an event previously entered in the case, mark  the box that corresponds to the event; otherwise leave blank.
- Click **Next**.

- STEP 7.** If Motion references an existing event, mark the box next to the appropriate motion. If Motion does not reference an existing event, no options will be displayed.
- At **Select one**, select either **Extend Time** or **Shorten Time**.
  - At **Is this a motion to Extend Time for appeal Under 8002c?**, the default is **No**. If Motion is to extend the time to file appeal, change to **Yes**.
  - Click **Next**.
- STEP 8.** If Motion does not reference an existing event, at **Extend/Shorten Time for What e.g., for submission of documents, to file documents, etc?** **Only enter the type of motion if you are not referencing a previously filed document**, enter the reason for the Motion. If Motion does reference an existing event, leave blank.
- Click **Next**.
- STEP 9.** **Does this filing include an Affidavit?** question displays.
- If supporting documents are filed with motion, click **Yes**; if none, accept default of **No**.
  - Click **Next**.
- STEP 10.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.
- STEP 11.** The **Docket Text: Modify as Appropriate** screen displays.
- Use the drop-down list to select any additional information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
  - Click **Next**.
- STEP 12.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
  - Click **Next**.

**STEP 13.** The **Notice of Electronic Filing** screen displays.