

# Notice/Motion to Sell Free and Clear of Liens (LBF 760.5)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- 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.
- Click **Next**.
- STEP 5.** Select **Notice/Motion to Sell Free and Clear of Liens (LBF 760.5)** from the event list.
- Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 7.** **Certificate of Service Included?** question displays.
- Accept the default of **n** unless this document was served prior to filing it with the Court. If it has already been served, change to **y**.
  - Insert the **Hearing Date:**, **Hearing Time:**, and indicate **AM** or **PM** as appropriate by clicking on the radio button which corresponds.
  - Select the correct location for the hearing by using the drop down list.
  - Click **Next**.

**STEP 8.** Click **Browse** to select the appropriate PDF to attach.

- Click Next

**STEP 9.** 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 10.** The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.