

# Motions to Extend/Impose Stay

**NOTES:** See LBF #721.3 for instructions to file Motions/Objections To Extend/Impose 11 USC §362 Automatic Stay Pursuant to §362 (c), §362(l), §362(m) or §362(n).

LBF #721.5 is required to be filed with this motion.

- 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 Automatic Stay and Statement as to Good Faith Filing of Case** or **Impose Automatic Stay** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer. IF ADDING A PARTY, refer to the Style Guide.
  - Click **Next**.
- STEP 6.** If a new party was added, an attorney/party association screen will display.
- ✓ The box for the attorney/party association.
  - Click **Next**.
- STEP 7.** A message screen displays.
- Does this filing include an affidavit, declaration or certification: NOTE Memoranda need to be filed separately.**

- Click on the Radio Button which corresponds with the correct answer. (Defaults to **No**)
- Click **Next**.

**STEP 8.** A Hearing date and time screen displays.

- Enter the date, time and location obtained via the “Calendar/Scheduling” button on the Internet at [www.orb.uscourts.gov](http://www.orb.uscourts.gov).
- For Hearing Location, select **MEET ME STYLE TELEPHONE**.
- 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 or leave 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.