

# 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; or Motion To Extend Time To File Tax Returns. 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 that has already been entered in this case, mark  the box that corresponds to this question, otherwise leave blank.
- Enter either **Extend** or **Shorten** in the free text window based upon the type of motion being filed.

- If the Motion does NOT refer to an existing event, enter the appropriate information in the **To Do What** free text window, otherwise leave blank.
- Click **Next**.

**STEP 7.** If Motion references an existing event, mark the appropriate corresponding box. If not, no options will be displayed.

- Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.

**STEP 8.** The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.
- Click **Next**.

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

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

**STEP 10.** The **Notice of Electronic Filing** screen displays.