

Request for Telephonic Hearing

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number by using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Request for Telephonic Hearing** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** The **Document Reference** screen displays.
- Choose the appropriate response (**yes** or **no**).
 - Click **Next**.
- STEP 7.** The **Category Selection and/or PDF Attachment** screen displays.
- Select the appropriate category if “**yes**” was chosen in **STEP 6**.
 - Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates if “**yes**” was chosen in **STEP 6**.
- Click **Next**.

STEP 9. A case verification screen displays.

- 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.