

# Motions

**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 the appropriate motion from the event list.
- Click **Next**.

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

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

**STEP 6.** Various prompts may display, complete the fields which apply.

- If a free text box displays, enter the appropriate information. This information will appear in the docket text.
- If **Select the category to which your event relates** screen displays, click on the appropriate category. If this applies, continue, then proceed to **STEP 7**. If this does not apply, continue, then proceed to **STEP 8**.

**NOTE:** A search of the possible related events can be narrowed by entering in search criteria either by date or document number, or these fields may be left blank.

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

**STEP 7.** The **Select the appropriate event(s) to which your event relates** screen displays.

- Mark  the box that corresponds to the appropriate document.
- 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.
- If a free text box displays, enter the appropriate information.
- 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.