

Motions For Relief From Stay AND Relief from Co-Debtor Stay

NOTES: Relief from stay motions can not be combined with any other relief.

Local Bankruptcy Forms are required to be filed with these motions and should be included as the first page of the document. LBF #721 and LBF #720.80 are required for chapter 13 and LBF #1124 for chapter 12.

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 following 2 motions from the event list.

Relief from Co-Debtor Stay: Chapters 12 and 13 only

Relief from Stay:

NOTE: If filing **BOTH** a motion for relief from debtor stay **AND** co-debtor stay, you will need to use only one document and select both the **Relief from Co-Debtor Stay** and **Relief from Stay** events. If filing **ONLY** a motion for co-debtor stay, please use the separate **Motions for Relief from Stay** procedure.

- 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 reminder screens will display. Answer the question: **Does this filing include an affidavit, declaration, certification, brief or memorandum?** (defaults to **No**)
- Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.
- STEP 9.** A reminder screen displays.
- Click **Next**. If a Chapter 13 case, continue with **STEP 12**.
- STEP 10.** A second reminder screen displays with information on appropriate LBFs to use.
- Click **Next**.
- STEP 11.** [If **Chapter 12 Motion for Relief**] A Hearing date and time screen displays.
- Enter the date, time and location obtained from the Court.
 - Click **Next**.
- STEP 12.** A filer question screen displays.
- Answer question by selecting **Yes** or **No**. (defaults to **No**)
 - Click **Next**.
- STEP 13.** A fee box displays showing the fee for the motion. Answer the question: **Does this filing include an affidavit, declaration, certification, brief or memorandum?**

- Click **Next**.

STEP 14. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down lists to select any extra 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 15. The **Docket Text: Final Text** screen displays.

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

STEP 16. The **Summary of Current Charges** window displays over the top of the **Notice of Electronic Filing** if filing a **Relief from Stay**.

- Click **Pay Now** to pay all fees due to the court or
- Click **Continue Filing** to file another case or document.