

Response and Notice of Hearing Re: Relief from Stay

NOTE: You must create your response on the LBF #720.80 that the movant filed, save it as a new pdf document, and then file it using this procedure. Be sure to also complete the Notice of Hearing (LBF #721) and merge it with your completed Response (LBF #720.80). The Notice of Hearing (LBF #721) must be the first page of your document.

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answer/Response**.
- STEP 3.** Click on **Reference an Existing motion/application**.
- STEP 4.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format.
 - Click **Next**.
- STEP 5.** Confirm the debtor(s) name and case number are correct.
- Select **Response and Ntc of Hearing Re: Relief from Stay (LBF#721, #720.80, #1220.5)** from the event list.
 - Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 7.** A case confirmation screen displays.
- Confirm the debtor(s) name(s) and case number are correct.
 - Click **Next**.
- STEP 8.** A screen displays with the following reminders:

File LBF #721 and LBF #720.80 as a single pdf and in that order.

Hearing Date and Time **MUST** be obtained from www.orb.uscourts.gov under Calendars.

You must enter a valid hearing date, time and location. Be sure to select the correct hearing location of TELEPHONE HEARING. Be sure to review the final docket text to verify all hearing information.

- Click **Next**.

Step 9. A hearing information screen displays.

- Enter the **Relief from Stay Hearing Date, Hearing Time and Location** information.
- Select the appropriate event(s) to which your event relates.
- Click **Next**.

Step 10. The PDF attachment screen displays.

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

Step 11. 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 12. The **Docket Text: Final Text** screen displays.

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

Step 13. The **Notice of Electronic Filing** screen displays.