

Continue/Reschedule Hearing

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications** under the **Bankruptcy** heading or **Motions** under the **Adversary** heading.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using YY-NNNNN format for main case or YY-NNNN for an adversary proceeding.
 - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Continue/Reschedule Hearing** from the event list.
 - Click **Next**.
- STEP 5.** Select the party filer.
- Click **Next**.
- STEP 6.** **Does this hearing/trial relate to an existing document?**
- If so, select **Yes**.
 - If not, select **No**. Steps 8 and 9 will be skipped.
- STEP 7.** Select **Hearing** or **Trial**, and **Continue**, **Postpone**, **Reschedule**, or **Schedule** as appropriate.
- Click **Next**.
- STEP 8.** Select the category to which your event relates.
- Click **Next**.
- STEP 9.** Select the appropriate event(s) to which your event relates.
- Click **Next**.
- STEP 10.** **Does this filing include an affidavit, declaration, certification, brief or memorandum?**

- Select the appropriate answer.
- Click **Next**.

STEP 11. Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 12. 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 and/or use the free text box (up to 30 characters) to add important information or leave both blank.
- Click **Next**.

STEP 13. The **Docket Text: Final Text** screen displays.

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

STEP 14. The **Notice of Electronic Filing** screen displays.