

# Motions For Relief From 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 for chapters 7 and 13 and LBF #1124 for chapter 11 and 12. LBF #720.80 is required in chapters 7 and 13.

**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(s) and case number are correct.

- Select the appropriate motion from the event list.

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

**Relief from Stay (Amended):** Amending a previously filed motion and no fee required.

**Relief from Stay Refiled with No Fee:** Only for use when a previously filed motion was stricken or Court has asked you to refile.

**Relief from Stay:** All chapters.

**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 [and see separate procedure manual]. If filing **ONLY** a motion for co-debtor stay, use this procedure.

- Click **Next**.

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

- Select the party filer. IF ADDING A PARTY, refer to the Style Guide under ECF Online Manuals/Basic.

- 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**.

If **Relief from Co-Debtor Stay** selected, skip to **Step 12**.

**STEP 7.** A reminder screen will display.

- Click **Next**.

If **Chapter 7** or **Chapter 13 Motion for Relief**, skip to **Step 8**.

If **Chapter 11** or **Chapter 12 Motion for Relief**, skip to **Step 9**.

If **Relief from Stay (Amended)**, skip to **Step 14**.

If **Relief from Stay Refiled with No Fee**, skip to **Step 15**.

**STEP 8.** A case verification screen displays.

- Click **Next**. Skip to **Step 11**.

**STEP 9.** Confirm use of current LBF

- Click **Next**.

**STEP 10.** A hearing date and time screen displays.

- Enter the date, time and location obtained from the Court.

- Click **Next**.

**STEP 11.** A filer question screen displays. Answer yes or no. (defaults to No)

- Click **Next**.

- STEP 12.** If appropriate, a fee box will display and/or reminder. Answer the question: **Does this filing include an affidavit, declaration, certification, brief or memorandum?** (defaults to No)
- Click **Next**.
- STEP 13.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**. Skip to **Step 16** for **Relief from Stay** and **Relief from Co-Debtor Stay**.
- STEP 14.** **Relief from Stay (Amended):** Answer the question: **Does this filing include an affidavit, declaration, certification, brief or memorandum?** (defaults to No)
- Click **Next**.
- STEP 15.** If filing a **Relief from Stay (Amended)** or **Relief from Stay Refiled with No Fee**, select the related motion.
- Click **Browse** to select the appropriate PDF to attach.
  - Click **Next**.
- STEP 16.** The **Docket Text: Modify as Appropriate** screen displays.
- If the drop-down list displays, use the drop down list to select any extra information 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 17.** The **Docket Text: Final Text** screen displays.
- Confirm the docket text is correct.
  - Click **Next**.
- STEP 18.** The **Summary of Current Charges** window displays 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.

**STEP 19.** The **Notice of Electronic Filing** screen displays underneath the **Summary of Current Charges**.