

Motions to Extend/Impose Stay

NOTES: See LBF #721.3 for instructions to file Motions/Objections To Extend/Impose 11 USC §362 Automatic Stay Pursuant to §362 (c), §362(l), §362(m) or §362(n).

LBF #721.5 is required to be filed with this motion.

- 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 **Extend Automatic Stay and Statement as to Good Faith Filing of Case** or **Impose Automatic Stay** from the event list.
 - 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.
- Click **Next**.
- STEP 7.** A message screen displays.
- Include LBF #721.5 as the first page of your document.**
 - Does this filing include an affidavit, declaration, certification, brief or memorandum?**

Click on the Radio Button which corresponds with the correct answer. (Defaults to **No**)

Click **Next**.

STEP 8. An information screen displays: **Hearing Date and Time MUST be obtained from www.orb.uscourts.gov/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 date, time and location obtained via the “Calendar/Scheduling” button on the Internet at www.orb.uscourts.gov.

For Hearing Location, select **TELEPHONE HEARING**.

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 and/or use the free text box (up to 30 characters) to add important information or leave both 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.