

Notice of Adjourned Hearing on Relief from Stay or Extend/Impose Stay

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number by using the YY-NNNNN format.
 - Click **Next**.
- STEP 4.** The **Event Selection** screen displays.
- Select **Notice of Adj Hearing re Relief/Impose Stay** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** A case confirmation screen displays.
- Confirm the case number and name are correct.
 - Click **Next**.
- STEP 7.** A hearing information screen displays.
- Enter the **Relief from Stay or Extend/Impose Stay Hearing Date, Hearing Time and Location**.
 - Select the appropriate motion associated with the hearing.
 - Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.

- Click **Next**.

STEP 9. A case confirmation screen displays.

- Confirm the case number and name are correct.
- Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct, including the hearing information.
- Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.