

# Motion to Stay Pending Appeal

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications** under **Bankruptcy** or click on **Motions** under **Adversary**.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN or YY-NNNN format.
  - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select **Stay Pending Appeal** from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer.
  - Click **Next**.
- STEP 6.** If the Motion to Stay Pending Appeal refers to an existing event, click on the box and attach the pdf. If not, skip to **STEP 9**.
- Click on **Refer to existing event(s)?**, if there is an existing event.
  - Click **Next**.
- STEP 7.** If there is an existing event:
- Select the category to which your event relates (**required**).
  - Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates.
- Click **Next**.

**STEP 9.** Does this filing include an affidavit, declaration, certification, brief or memorandum? question displays.

- If an affidavit, declaration, certification, brief or memorandum is attached, click on Yes.
- Click **Next**.

**STEP 10.** A **Browse** 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.