

Motion To Reopen Case

NOTES:

The bankruptcy case does not need to be reopened to file—

- an adversary proceeding complaint,
- a motion to redact per FRBP 9037, or
- an application for unclaimed funds LBF B1340.

If the case file for which the motion to reopen relates has been archived, an archive retrieval fee may apply. This fee must be paid prior to the filing of the motion.

Debtor's motion:

- A debtor's motion to reopen a chapter 7 or 13 case must be filed on LBF 1367.92.
- Any unpaid balance of the petition filing fee must be paid before the case will be reopened on a debtor's 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 **Reopen Chapter [X]Case** from the event list.
- Click **Next**.

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

- Select the party filer.
- Click **Next**.

STEP 6. The **Has the debtor address changed?** screen displays.

- If the debtor's address has changed and you know the debtor's new address, select the **Yes** radio button and confirm the new address is included in the motion as required per LBR 5010-1.
- If the debtor's address has not changed, you do not know whether it has changed, or you do not know the new address, select the **No** radio button.

STEP 7. A screen providing rule reminders and reopening information display.

- Review information.
- Click **Next**.

STEP 8. A screen soliciting information that pertains to the applicability of the motion filing fee displays.

- Select the appropriate radio button.
- Click **Next**.

STEP 7. A question regarding the filing of an affidavit, declaration, certification, brief or memorandum displays. Depending on the radio button selected in the preceding step, the filing fee amount may also appear.

- Select appropriate radio button to answer the affidavit, declaration, certification, brief or memorandum question.
- Click **Next**.

STEP 9. A **Browse** screen displays.

- Click **Browse** to and attach the motion, which must be in PDF format.
- Click **Next**.

STEP 10. 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 11. The **Docket Text: Final Text** screen displays.

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

STEP 12. The **Summary of current charges** screen displays over the top of the **Notice of Electronic Filing** screen.

- Click **Pay Now** to pay all fees due to the court; or
- Click **Continue Filing** to file another case or document.