

Motions to Extend/Shorten Time

Introduction

This document provides information and procedures for e-filers regarding motions to shorten or extend time.

Motions for which this event is inapplicable

The following table lists motions that should not be filed using the “Extend/Shorten Time” event. These motions should be filed using the specific events indicated below.

Motions to extend time to file	Proper event (all events below are under the <i>Bankruptcy > Motions/Applications</i> menu)
Credit counseling briefing certification	Additional Time to File Credit Counseling
Dischargeability complaints under §523 or §727	<ul style="list-style-type: none">• Extend Time to File Dischargeability Complaint Under 11 U.S.C. Sec 523• Extend Time to File Dischargeability Complaint Under 11 USC Sec 727
Certificate of completion of personal financial-management course	Extend Time for Financial Management Certification
Missing or conversion documents	Extend Time File Missing/Conversion Documents
Reaffirmation Agreements	Delay Discharge
Tax returns	Extend Time File Tax Returns

Motions to shorten notice periods

Motions to shorten notice periods for notices of intent and motions are governed by Local Bankruptcy Rule 2002-1(b)(2). Under this rule, a motion to shorten time must be filed before the notice of intent or motion for which a shortened notice period is being requested is filed.

A copy of the fully completed notice of intent or motion at issue—including the shortened notice period as requested in the motion to shorten time—must be attached to the motion to shorten time as an exhibit. Additionally, a proposed order granting the motion to shorten time must be uploaded concurrently with the motion. ¹

¹ See separate [Order & Judgment Submission](#) procedures for instructions on uploading proposed orders.

If the motion to shorten time is granted, the order granting must be referenced in the subsequently filed notice of intent or motion at issue.

Filing Procedures

Motion to extend time

Use the following steps to file a motion to extend time: ²

Steps	Action						
1	Click on Bankruptcy or Adversary on the CM/ECF main menu bar						
2	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)						
3	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)						
4	Select “Extend/Shorten Time”						
5	Select or add represented party ³						
6	Use radio buttons to select “Extend Time”						
7	Check box if motion is to extend time relating to an already-filed document <table border="1" data-bbox="316 989 1421 1696"> <thead> <tr> <th>Relates to filed document (box checked)</th> <th>Does not relate to filed document</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ● Check box for document to which the motion to extend time relates ● Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8) </td> <td> <ul style="list-style-type: none"> ● Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8) </td> </tr> <tr> <td> <ul style="list-style-type: none"> ● Use “Extend time:” field to describe what the motion is requesting to extend time to do. Do not enter event or document selected on the previous page. ● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”) ● Proceed directly to step 9 </td> <td> <ul style="list-style-type: none"> ● Use “Extend time:” field to describe what the motion is requesting to extend time to do. ● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”) ● Proceed directly to step 9 </td> </tr> </tbody> </table>	Relates to filed document (box checked)	Does not relate to filed document	<ul style="list-style-type: none"> ● Check box for document to which the motion to extend time relates ● Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8) 	<ul style="list-style-type: none"> ● Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8) 	<ul style="list-style-type: none"> ● Use “Extend time:” field to describe what the motion is requesting to extend time to do. Do not enter event or document selected on the previous page. ● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”) ● Proceed directly to step 9 	<ul style="list-style-type: none"> ● Use “Extend time:” field to describe what the motion is requesting to extend time to do. ● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”) ● Proceed directly to step 9
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² See the [Table 1](#) below for filing instructions with screenshots.

³ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

8	Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)
9	Click “Browse” button to attach motion in PDF format
10	Use dropdown and empty field to edit docket text as needed
11	Confirm docket text and submit

Motion to shorten time


Use the following steps to file a motion to shorten time: ⁴

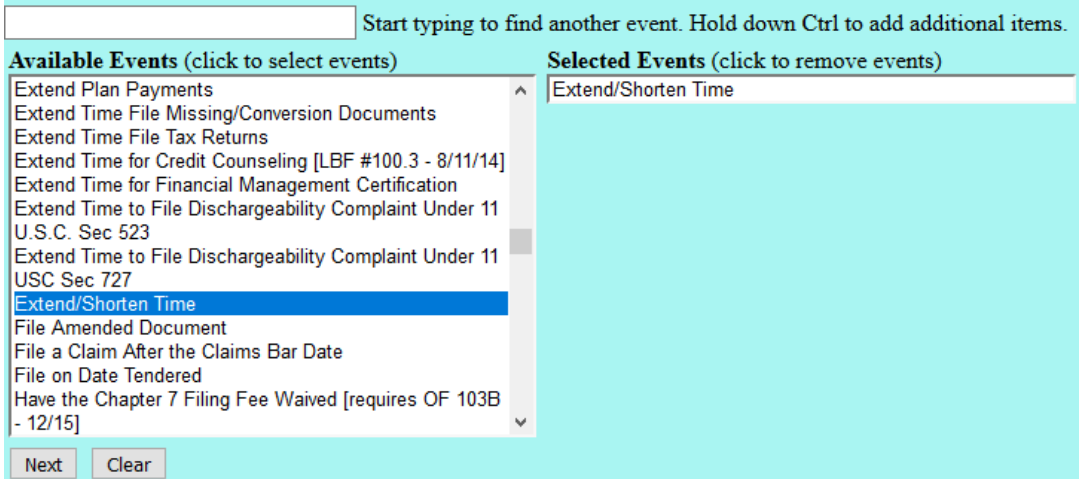
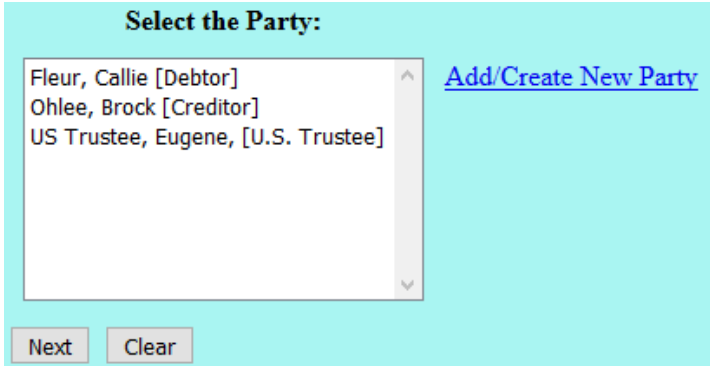
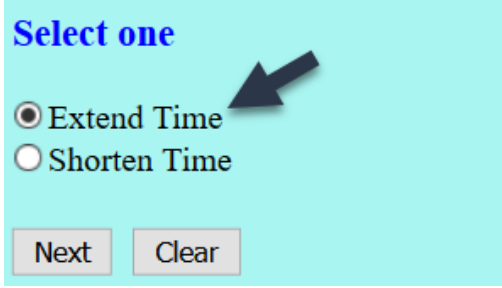
Steps	Action
1	Click on Bankruptcy or Adversary on the CM/ECF main menu bar
2	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)
3	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)
4	Select “Extend/Shorten Time”
5	Select or add represented party ⁵
6	Use radio button to select “Shorten Time”
7	<ul style="list-style-type: none"> ● Review instructional message ● Enter name of notice of intent or motion at issue in the field provided
8	Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)
9	<ul style="list-style-type: none"> ● Click “Browse” button to attach motion to shorten in PDF format ● Select “Yes” radio button under “Attachments to Document”
10	<ul style="list-style-type: none"> ● Click “Browse” button to attach notice of intent or motion at in PDF format filled out with the shortened notice period as requested ● Select “Exhibit” from the “Category” dropdown list ● Then click “Add to List” button
11	Use dropdown list and/or blank field to modify docket text as applicable
12	Review docket text and submit

⁴ See the [Table 2](#) below for filing instructions with screenshots.

⁵ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.

Table 1: Filing Motion to Extend Instructions with Screenshots

Steps	Action
1	<p>Click on Bankruptcy or Adversary on the CM/ECF main menu bar</p> 
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p> <p>Bankruptcy Events ECF Assistance Info LBFs</p> <ul style="list-style-type: none"> Answer/Response... Appeals CaseUpload Claim Actions Creditor Maintenance... File Claims Judge/Trustee Assignment Miscellaneous Motions/Applications Notices Open Bankruptcy Case Using XML Forms Data Open a BK Case Open Involuntary Case Open Related BK Case Plan Order Upload
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p> <p>File a Motion ECF Assistance Info LBFs</p> <p>Case Number</p> <p><input type="text" value="19-34567"/> <input type="button" value="Find This Case"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

<p>4</p>	<p>Select "Extend/Shorten Time"</p> 
<p>5</p>	<p>Select or add represented party⁶</p> 
<p>6</p>	<p>Use radio buttons to select "Extend Time"</p> 

⁶ A blank screen may appear on the next screen after clicking the "Next" button after selecting the party represented. If it does, simply click the "Next" button on the blank screen to proceed.

[ECF Assistance](#) [Info](#) [LBFs](#)

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Check box if motion is to extend time relating to an already-filed document


Refer to existing event(s)?

Next Clear

Relates to filed document/existing event (box checked)	Does not relate to filed document
<ul style="list-style-type: none"> • Check box for document to which the motion to extend time relates • Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8) <p>Select the appropriate event(s) to which your event relates:</p> <p><input checked="" type="checkbox"/> 11/13/2019 3 Order Confirming Plan Re 2 Chapter 11 Plan of Reorganization Filed by Debtor Callie Fleur (Attorney, Jeff) (ThompsonTest, Jeff)</p> <p>Is this a motion to Extend Time for Appeal Under 8002(c)?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Next Clear</p>	<p>Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8)</p> <p>Is this a motion to Extend Time for Appeal Under 8002(c)?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Next Clear</p>
<ul style="list-style-type: none"> • Use “Extend time:” field to describe what you are requesting extended time to do. Do not enter event or document selected on the previous page. • Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”) • Proceed directly to step 9 <p>Use the field below to describe what you are moving to extend. For example, add “to Object” if you are moving to extend time to object.</p> <p>Do not include the document to which your motion refers if you selected an existing event on the previous screen.</p> <p>Extend time: <input type="text" value="to Object"/></p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Next Clear</p>	<ul style="list-style-type: none"> • Use “Extend time:” field to describe for what you are requesting extended time to do including any related, unfiled documents. • Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”) • Proceed directly to step 9 <p>Use the field below to describe what you are moving to extend. For example, add “to Object” if you are moving to extend time to object.</p> <p>Do not include the document to which your motion refers if you selected an existing event on the previous screen.</p> <p>Extend time: <input type="text" value="to Object to Motion filed"/></p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Next Clear</p>

<p>8</p>	<p>Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>9</p>	<p>Click “Browse” button to attach motion in PDF format</p> <p>File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p>Filename</p> <p><input type="button" value="Browse..."/> No file selected.</p> <p>Attachments to Document:</p> <p>If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s).</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>10</p>	<p>Use dropdown and empty field to edit docket text as needed</p> <p>Docket Text: Modify as Appropriate.</p> <p><input type="button" value="v"/> Motion to Extend Time to object <input type="text"/> Filed by Creditor Brock Ohlee Re:[3] Order Confirming Plan Re [2] Chapter 11 Plan of Reorganization Filed by Debtor Callie Fleur (Attorney, Jeff) (ThompsonTest, Jeff) (Attorney, Jeff)</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>11</p>	<p>Confirm docket text and submit</p> <p>Docket Text: Final Text</p> <p>Motion to Extend Time to object Filed by Creditor Brock Ohlee Re:[3] Order Confirming Plan Re [2] Chapter 11 Plan of Reorganization Filed by Debtor Callie Fleur (Attorney, Jeff) (ThompsonTest, Jeff) (Attorney, Jeff)</p> <p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

Table 2: Filing Motion to Shorten Instructions with Screenshots

Steps	Action
1	<p>Click on Bankruptcy or Adversary on the CM/ECF main menu bar</p> 
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p> <p>Bankruptcy Events ECF Assistance Info LBFs</p> <ul style="list-style-type: none"> Answer/Response... Appeals CaseUpload Claim Actions Creditor Maintenance... File Claims Judge/Trustee Assignment Miscellaneous Motions/Applications Notices Open Bankruptcy Case Using XML Forms Data Open a BK Case Open Involuntary Case Open Related BK Case Plan Order Upload 
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p> <p>File a Motion ECF Assistance Info LBFs</p> <p>Case Number</p> <p><input type="text" value="19-34567"/> <input type="button" value="Find This Case"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> 

4 Select "Extend/Shorten Time"

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none"> Extend Plan Payments Extend Time File Missing/Conversion Documents Extend Time File Tax Returns Extend Time for Credit Counseling [LBF #100.3 - 8/11/14] Extend Time for Financial Management Certification Extend Time to File Dischargeability Complaint Under 11 U.S.C. Sec 523 Extend Time to File Dischargeability Complaint Under 11 USC Sec 727 Extend/Shorten Time File Amended Document File a Claim After the Claims Bar Date File on Date Tendered Have the Chapter 7 Filing Fee Waived [requires OF 103B - 12/15] 	<ul style="list-style-type: none"> Extend/Shorten Time

Next Clear

5 Select or add represented party⁷

Select the Party:

<ul style="list-style-type: none"> Fleur, Callie [Debtor] Ohlee, Brock [Creditor] US Trustee, Eugene, [U.S. Trustee] 	Add/Create New Party
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Next Clear

6 Use radio button to select "Shorten Time"

Select one

Extend Time
 Shorten Time

Next Clear

⁷ A blank screen may appear on the next screen after clicking the "Next" button after selecting the party represented. If it does, simply click the "Next" button on the blank screen to proceed.

[ECF Assistance](#) [Info](#) [LBFs](#)

Next Clear

<p>7</p>	<ul style="list-style-type: none"> ● Review instructional message ● Enter name of notice of intent or motion at issue in the field provided <p>Per LBR 2002-1(b), you must:</p> <ul style="list-style-type: none"> ● attach as an exhibit the completed, but unfiled, document for which a shortened notice period is requested. The exhibit should contain the proposed notice period. ● immediately after filing the motion to shorten notice period, upload a proposed order granting the motion using Bankruptcy Events > Order Upload > Upload Order on Previously Filed Motion or Document. <p>Enter the name of notice of intent or motion for which you are requesting a shortened notice period (e.g., Notice of Intent to Sell Property at Public Auction): <input type="text" value="operty at Public Auction"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>8</p>	<p>Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>9</p>	<ul style="list-style-type: none"> ● Click “Browse” button to attach motion to shorten in PDF format ● Select “Yes” radio button under “Attachments to Document” <p>File all documents (LBF’s, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p>Filename</p> <p><input type="button" value="Browse..."/> No file selected.</p> <p>Attachments to Document:</p> <p>If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s).</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

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- Click “Browse” button to attach notice of intent or motion at in PDF format filled out with the shortened notice period as requested
- Select “Exhibit” from the “Category” dropdown list

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
1) Select the PDF document that contains the attachment.

Filename

Browse... Notice of Intent to Sell Property at Public Auction w. Shortened Notice Period.pdf

2) Fill in the fields below.

Category and/or **Description**

Exhibit

Appendix
List of 20 Largest Creditors
UST Forms
Exhibit
Index
Affidavit
Revision
Schedule
Supplement
Volume(s)
Proposed Order

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Then click “Add to List” button

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
1) Select the PDF document that contains the attachment.

Filename

Browse... Notice of Intent to Sell Property at Public Auction w. Shortened Notice Period.pdf

2) Fill in the fields below.

Category and/or **Description**

Exhibit

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

11

Use dropdown list and/or blank field to modify docket text as applicable

Docket Text: Modify as Appropriate.

Motion to Shorten Time Notice of Intent to Sell Property at Public Auction Filed by Debtor Callie Fleur

(Attachments: # (1) Exhibit) (Attorney, Jeff)

Next Clear

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Review docket text and submit

Docket Text: Final Text

**Motion to Shorten Time Notice of Intent to Sell Property at Public Auction
Filed by Debtor Callie Fleur (Attachments: # (1) Exhibit) (Attorney, Jeff)**

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next

Clear