

# 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.

<b>Motions to extend time to file</b>	<b>Proper event</b> (all events below are under the <i>Bankruptcy &gt; Motions/Applications</i> menu)
Credit counseling certification	Additional Time to File Credit Counseling
Dischargeability complaints under §523 or §727	<ul style="list-style-type: none"><li>• Extend Time to File Dischargeability Complaint Under 11 U.S.C. Sec 523</li><li>• Extend Time to File Dischargeability Complaint Under 11 USC Sec 727</li></ul>
Financial management certification	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.<sup>1</sup>

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<sup>1</sup> 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: <sup>2</sup>

<b>Steps</b>	<b>Action</b>						
<b>1</b>	Click on <b>Bankruptcy</b> or <b>Adversary</b> on the CM/ECF main menu bar						
<b>2</b>	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)						
<b>3</b>	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)						
<b>4</b>	Select “Extend/Shorten Time”						
<b>5</b>	Select or add represented party <sup>3</sup>						
<b>6</b>	Use radio buttons to select “Extend Time”						
<b>7</b>	<p>Check box if motion is to extend time relating to an already-filed document</p> <table border="1"> <thead> <tr> <th><b>Relates to filed document (box checked)</b></th> <th><b>Does not relate to filed document</b></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>● Check box for document to which the motion to extend time relates</li> <li>● 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)</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>● 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)</li> </ul> </td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</li> <li>● Proceed directly to step 9</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>● Use “Extend time:” field to describe what the motion is requesting to extend time to do.</li> <li>● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</li> <li>● Proceed directly to step 9</li> </ul> </td> </tr> </tbody> </table>	<b>Relates to filed document (box checked)</b>	<b>Does not relate to filed document</b>	<ul style="list-style-type: none"> <li>● Check box for document to which the motion to extend time relates</li> <li>● 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)</li> </ul>	<ul style="list-style-type: none"> <li>● 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)</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</li> <li>● Proceed directly to step 9</li> </ul>	<ul style="list-style-type: none"> <li>● Use “Extend time:” field to describe what the motion is requesting to extend time to do.</li> <li>● Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</li> <li>● Proceed directly to step 9</li> </ul>
<b>Relates to filed document (box checked)</b>	<b>Does not relate to filed document</b>						
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<b>8</b>	Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)						

<sup>2</sup> See the [Table 1](#) below for filing instructions with screenshots.

<sup>3</sup> 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.

<b>9</b>	Click “Browse” button to attach motion in PDF format
<b>10</b>	Use dropdown and empty field to edit docket text as needed
<b>11</b>	Confirm docket text and submit

### Motion to shorten time


Use the following steps to file a motion to shorten time:<sup>4</sup>

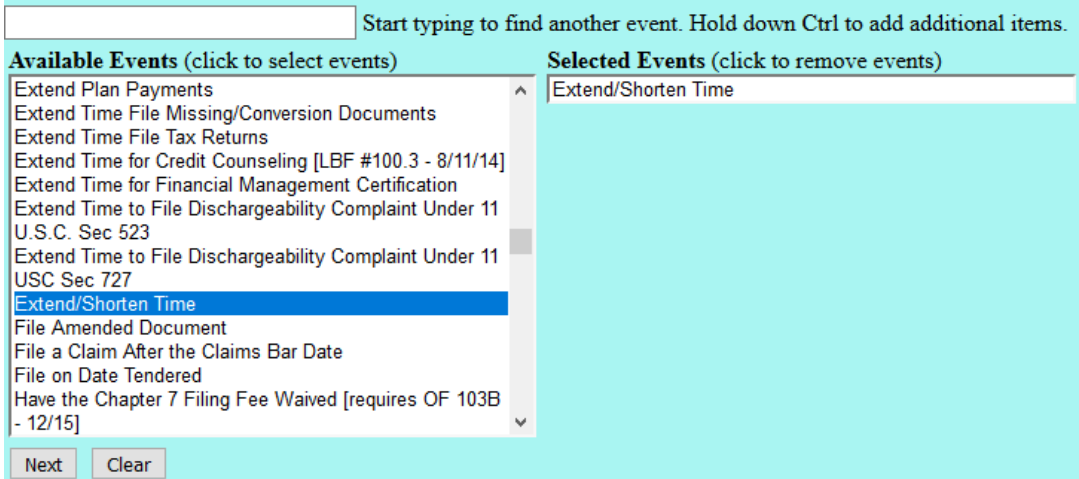
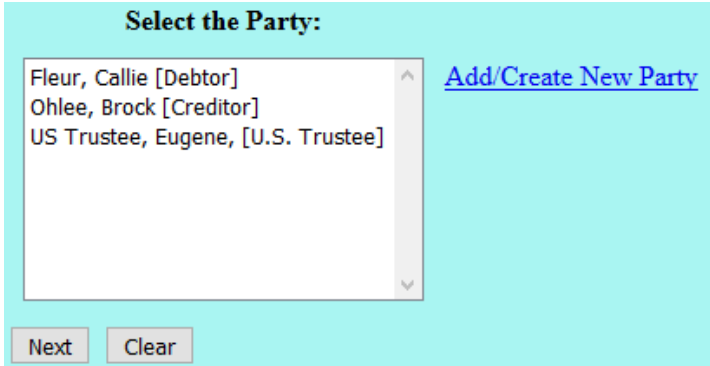
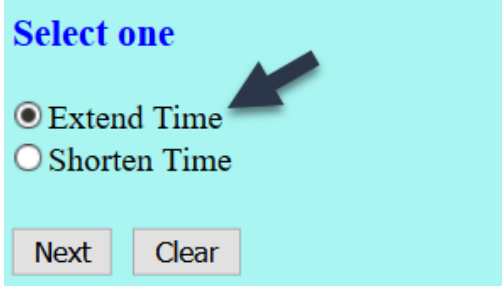
<b>Steps</b>	<b>Action</b>
<b>1</b>	Click on Bankruptcy or Adversary on the CM/ECF main menu bar
<b>2</b>	Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)
<b>3</b>	Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)
<b>4</b>	Select “Extend/Shorten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

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

<sup>5</sup> 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 <b>Bankruptcy</b> or <b>Adversary</b> on the CM/ECF main menu bar</p> 
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p> <p><b>Bankruptcy Events</b> <a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <ul style="list-style-type: none"> <li><a href="#">Answer/Response...</a></li> <li><a href="#">Appeals</a></li> <li><a href="#">CaseUpload</a></li> <li><a href="#">Claim Actions</a></li> <li><a href="#">Creditor Maintenance...</a></li> <li><a href="#">File Claims</a></li> <li><a href="#">Judge/Trustee Assignment</a></li> <li><a href="#">Miscellaneous</a></li> <li><a href="#">Motions/Applications</a></li> <li><a href="#">Notices</a></li> <li><a href="#">Open Bankruptcy Case Using XML Forms Data</a></li> <li><a href="#">Open a BK Case</a></li> <li><a href="#">Open Involuntary Case</a></li> <li><a href="#">Open Related BK Case</a></li> <li><a href="#">Plan</a></li> <li><a href="#">Order Upload</a></li> </ul>
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p> <p><b>File a Motion</b> <a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></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><b>4</b></p>	<p>Select "Extend/Shorten Time"</p> 
<p><b>5</b></p>	<p>Select or add represented party<sup>6</sup></p> 
<p><b>6</b></p>	<p>Use radio buttons to select "Extend Time"</p> 

<sup>6</sup> 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

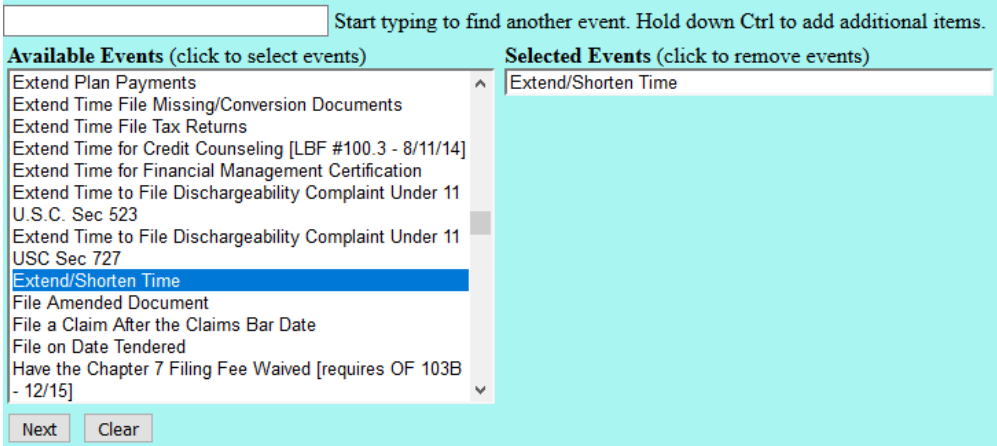
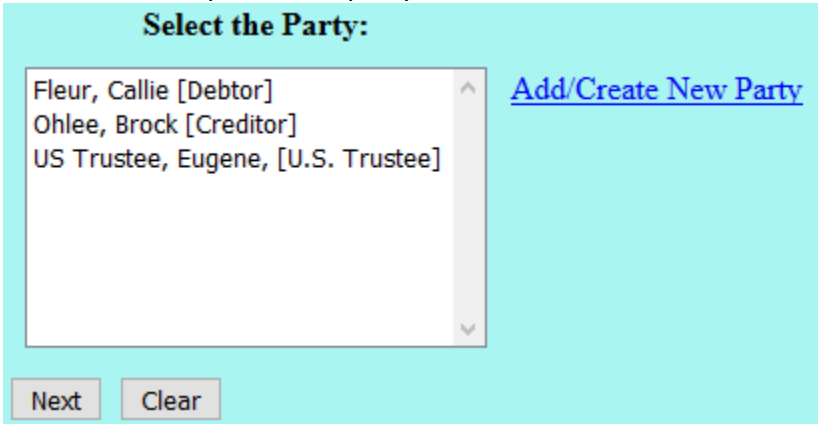
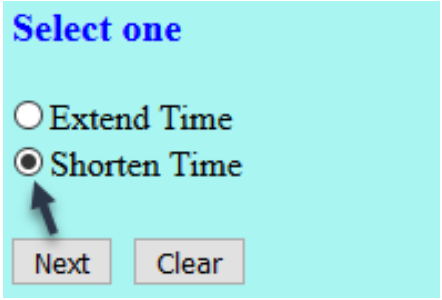
Relates to filed document/existing event (box checked)	Does not relate to filed document
<ul style="list-style-type: none"> <li>• Check box for document to which the motion to extend time relates</li> <li>• Use radio buttons to select whether motion is to extend time for appeal under FRBP 8002(c) (if “Yes” is selected, proceed to step 8)</li> </ul> <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"> <li>• 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.</li> <li>• Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</li> <li>• Proceed directly to step 9</li> </ul> <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"> <li>• Use “Extend time:” field to describe for what you are requesting extended time to do including any related, unfiled documents.</li> <li>• Use radio button to select whether the motion to shorten includes an affidavit, declaration, certification, brief, or memorandum (defaults to “No”)</li> <li>• Proceed directly to step 9</li> </ul> <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><b>8</b></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><b>9</b></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><b>Filename</b></p> <p><input type="button" value="Browse..."/> No file selected.</p> <p><b>Attachments to Document:</b></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><b>10</b></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"/> </p> <p>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><b>11</b></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><b>Attention!!</b> 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 <b>Bankruptcy</b> or <b>Adversary</b> on the CM/ECF main menu bar</p>  <p>The screenshot shows the top navigation bar of the CM/ECF system. On the left is the 'CM/ECF' logo. To its right are several menu items: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search Events', 'Help', and 'Log Out'. Two black arrows point to the 'Bankruptcy' and 'Adversary' dropdown menus. Below the navigation bar is the official seal of the U.S. Bankruptcy Court for the District of Oregon, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is surrounded by the text 'UNITED STATES BANKRUPTCY COURT' and 'DISTRICT OF OREGON'. Below the seal, the text reads 'U.S. Bankruptcy Court District of Oregon Official Court Electronic Document Filing System'.</p>
2	<p>Select <u>Motions/Applications</u> (or <u>Motions</u> for adversary proceedings)</p>  <p>The screenshot shows a dropdown menu titled 'Bankruptcy Events'. The menu items are: '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', and 'Order Upload'. A black arrow points to the 'Motions/Applications' item.</p>
3	<p>Enter case number in format xx-xxxxx (or yy-yyyy for adversary proceedings)</p>  <p>The screenshot shows a form titled 'File a Motion'. At the top, there are links for 'ECF Assistance', 'Info', and 'LBFs'. Below the title is a section labeled 'Case Number' which contains a text input field with the value '19-34567' and a 'Find This Case' button. Below this section are two buttons: 'Next' and 'Clear'.</p>



<p><b>4</b></p>	<p>Select "Extend/Shorten Time"</p> 
<p><b>5</b></p>	<p>Select or add represented party<sup>7</sup></p> 
<p><b>6</b></p>	<p>Use radio button to select "Shorten Time"</p> 

<sup>7</sup> 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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<p>7</p>	<ul style="list-style-type: none"> <li>● Review instructional message</li> <li>● Enter name of notice of intent or motion at issue in the field provided</li> </ul> <p>Per LBR 2002-1(b), you must:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● immediately after filing the motion to shorten notice period, upload a proposed order granting the motion using Bankruptcy Events &gt; Order Upload &gt; Upload Order on Previously Filed Motion or Document.</li> </ul> <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"> <li>● Click “Browse” button to attach motion to shorten in PDF format</li> <li>● Select “Yes” radio button under “Attachments to Document”</li> </ul> <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><b>Filename</b></p> <p><input type="button" value="Browse..."/> No file selected.</p> <p><b>Attachments to Document:</b></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>

10

- 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

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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

at 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

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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

12

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