

# Motion to Extend or Impose Stay & Notice of Hearing Thereon

## Introduction

This document contains filing procedures for e-filing:

- motions to extend or impose a stay per 11 U.S.C. § 362(c),
- motions to impose a stay per 11 U.S.C. § 362(n), and
- the notice of hearing that must be filed with either ([Local Bankruptcy Form \(LBF\) 721.5](#)).

See [LBF 721.3](#), *Procedures re: Motions to Extend or Impose Stay Under 11 U.S.C. § 362(c) or § 362(n)*, for information about timing, content, and hearing requirements for motions to extend or impose a stay.

## Filing Procedures

Before filing the objection/response, go to the [Motion Re Imposing/Extending Sec. 362 Stay](#) page on the court's website.<sup>1</sup> Use the first hearing date on this page that is at least six calendar days after the motion will be filed to complete the hearing date and time sections of the form.

Step	Action
1	Click on <b>Bankruptcy</b> on the ECF main menu bar
2	Select the <b>Motions/Applications</b> menu
3	Enter case number in YY-XXXXX format
4	Select <b>Extend or Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</b>
5	Select or add <sup>2</sup> represented party
6	Use radio buttons to selection whether the motion is to: <ul style="list-style-type: none"><li>• Extend or impose the automatic stay per 11 U.S.C. § 362(c)</li><li>• Impose the automatic stay per 11 U.S.C. § 362(n)</li></ul>
6	Use radio button to select <b>Yes</b> to indicate that the filing includes an affidavit or declaration (see <a href="#">LBF 721.3</a> )
7	Review the instructional messages and proceed (use the in-event <a href="#">link</a> to find available hearing times if a hearing date has not already been selected)
8	Select the hearing from the <b>Please select from the following hearings</b> drop-down list <sup>3</sup> (the "Chambers Presets" link will bring up a list of hearings for each judge)

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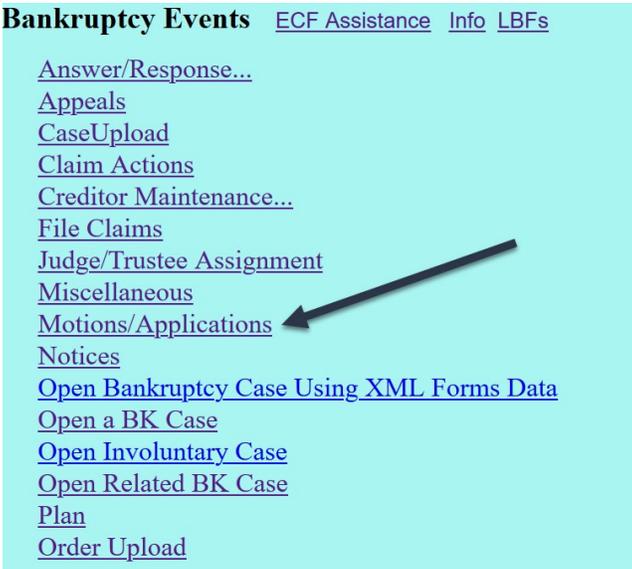
<sup>1</sup> [www.orb.uscourts.gov](http://www.orb.uscourts.gov)

<sup>2</sup> See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

<sup>3</sup> This will auto-fill the "Date," "Hearing Time," and "Location" fields below.

9	Click <b>Browse...</b> button to attach the following documents as a single PDF document in the following order: <ul style="list-style-type: none"> <li>• LBF 721.5</li> <li>• Motion</li> <li>• Affidavit or declaration</li> </ul>
11	Modify docket text as appropriate
12	Review docket text and submit

## Filing Procedures with Screenshots

Step	Action
1	<p>Click on <b>Bankruptcy</b> on the ECF main menu bar</p>  <p>The screenshot shows the top navigation bar of the ECF system. The 'Bankruptcy' menu is highlighted with a black arrow. Below the navigation bar is the U.S. Bankruptcy Court District of Oregon logo and the text 'U.S. Bankruptcy Court District of Oregon Official Court Electronic Document Filing System'. At the bottom, it states 'This system is running NextGen version 1.2 (01/29/2018) of the ECF application.'</p>
2	<p>Select the <b>Motions/Applications</b> menu</p>  <p>The screenshot shows a dropdown menu with the following items: <a href="#">Bankruptcy Events</a>, <a href="#">ECF Assistance</a>, <a href="#">Info</a>, <a href="#">LBFs</a>, <a href="#">Answer/Response...</a>, <a href="#">Appeals</a>, <a href="#">CaseUpload</a>, <a href="#">Claim Actions</a>, <a href="#">Creditor Maintenance...</a>, <a href="#">File Claims</a>, <a href="#">Judge/Trustee Assignment</a>, <a href="#">Miscellaneous</a>, <a href="#">Motions/Applications</a>, <a href="#">Notices</a>, <a href="#">Open Bankruptcy Case Using XML Forms Data</a>, <a href="#">Open a BK Case</a>, <a href="#">Open Involuntary Case</a>, <a href="#">Open Related BK Case</a>, <a href="#">Plan</a>, and <a href="#">Order Upload</a>. A black arrow points to the 'Motions/Applications' link.</p>

3	<p>Enter case number in YY-XXXXX format</p> <p><a href="#">File a Notice</a> <a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Case Number</b></p> <p>20-34567 <input type="button" value="Find This Case"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>		
4	<p>Select <b>Extend or Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="text"/> Start typing to find another event. Hold down Ctrl to add additional items.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Available Events</b> (click to select events)</p> <ul style="list-style-type: none"> <li>Extend Time for Financial Management Certification</li> <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> <li><b>Extend or Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</b></li> <li>Extend/Shorten Time</li> <li>File Amended Document</li> <li>File a Claim After the Claims Bar Date</li> <li>File on Date Tendered</li> <li>Have the Chapter 7 Filing Fee Waived [requires OF 103B - 12/15]</li> <li>Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</li> <li>Join/Joinder</li> <li>Joint Administration</li> <li>Leave to Appeal</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Selected Events</b> (click to remove events)</p> <ul style="list-style-type: none"> <li>Extend or Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</li> </ul> </td> </tr> </table> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>	<p><b>Available Events</b> (click to select events)</p> <ul style="list-style-type: none"> <li>Extend Time for Financial Management Certification</li> <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> <li><b>Extend or Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</b></li> <li>Extend/Shorten Time</li> <li>File Amended Document</li> <li>File a Claim After the Claims Bar Date</li> <li>File on Date Tendered</li> <li>Have the Chapter 7 Filing Fee Waived [requires OF 103B - 12/15]</li> <li>Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</li> <li>Join/Joinder</li> <li>Joint Administration</li> <li>Leave to Appeal</li> </ul>	<p><b>Selected Events</b> (click to remove events)</p> <ul style="list-style-type: none"> <li>Extend or Impose Automatic Stay [Requires LBF 721.5 - 12/1/19]</li> </ul>
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5	<p>Select or add<sup>4</sup> represented party</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select the Party:</b></p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <ul style="list-style-type: none"> <li>Fleur, Callie [Debtor]</li> <li>Markel, Naliko [Trustee]</li> <li>US Trustee, Eugene, [U.S. Trustee]</li> </ul> </div> <div style="flex: 0.5; text-align: center; padding-left: 10px;"> <p><a href="#">Add/Create New Party</a></p> </div> </div> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>		
6	<p>Use radio buttons to selection whether the motion is to:</p> <ul style="list-style-type: none"> <li>Extend or impose the automatic stay per 11 U.S.C. § 362(c)</li> <li>Impose the automatic stay per 11 U.S.C. § 362(n)</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Select the applicable motion type:</b></p> <p><input type="radio"/> Extend or Impose Stay per 362(c)</p> <p><input type="radio"/> Impose Stay per 362(n)</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>		

<sup>4</sup> See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

<p><b>6</b></p>	<p>Use radio button to select <b>Yes</b> to indicate that the filing includes an affidavit or declaration (see <a href="#">LBF 721.3</a>)</p> <p>Include LBF 721.5 as the first page of your document</p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Next Clear</p>
<p><b>7</b></p>	<p>Review the instructional messages and proceed (use the in-event <a href="#">link</a> to find available hearing times if a hearing date has not already been selected)</p> <ul style="list-style-type: none"> <li>• Hearing Date and Time must be obtained from the courts website. <a href="#">Click here</a> to see available dates.</li> <li>• You must select the hearing date and time obtained from the website from the list on the following screen.</li> <li>• Be sure to review the final docket text to verify all hearing information.</li> </ul> <p>Next Clear</p>
<p><b>8</b></p>	<p>Select the hearing from the <b>Please select from the following hearings</b> drop-down list<sup>5</sup> (the “Chambers Presets” link will bring up a list of hearings for each judge)</p> <p>Please select from the following hearings <a href="#">Chamber Presets</a></p> <p><b>Impose/Extend Stay Hearing</b> Date: <input type="text"/> Hearing Time: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Next Clear</p>
<p><b>9</b></p>	<p>Click <b>Browse...</b> button to attach the following documents as a single PDF document in the following order:</p> <ul style="list-style-type: none"> <li>• LBF 721.5</li> <li>• Motion</li> <li>• Affidavit or declaration</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 <b>pdf</b> document (for example: C:\199cv501-21.pdf).</p> <p><b>Filename</b></p> <p>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> <p>Next Clear</p>

<sup>5</sup> This will auto-fill the “Date,” “Hearing Time,” and “Location” fields below.

06/11/2021 - 02:00 PM - Extend/Impose Stay-PCM ~hrgext~ [Slots: 12] [Chamber Presets](#)

**Impose/Extend Stay Hearing** Date: 6/11/2021 Hearing Time: 2:00 PM

Location: Telephone Hearing

Next Clear

<p><b>11</b></p>	<p>Modify docket text as appropriate</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Docket Text: Modify as Appropriate.</b></p> <p> <input type="text"/> <span style="font-size: small;">v</span> <b>Motion to Impose or Extend Automatic Stay and Statement as to Good Faith Filing and Notice of Hearing</b> <input type="text"/> <b>and Supporting Document(s). Filed by Debtor Callie Fleur Hearing Scheduled for 7/20/2021 at 02:00 PM in/by Telephone Hearing. (Attorney, Jeff)</b> </p> <p> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>
<p><b>12</b></p>	<p>Review docket text and submit</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Docket Text: Final Text</b></p> <p> <b>Motion to Impose or Extend Automatic Stay and Statement as to Good Faith Filing and Notice of Hearing and Supporting Document(s). Filed by Debtor Callie Fleur Hearing Scheduled for 7/20/2021 at 02:00 PM in/by Telephone Hearing. (Attorney, Jeff)</b> </p> <p> <b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b>  <b>Have you redacted?</b> </p> <p> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>