

# Motions

- NOTES:**
- If filing a Multi-Part Motion, each motion is to be docketed individually as a separate docket event with the text only relating to that motion. Each event will be assigned a different document number. However, the document should only be created once and attached to each event.
  - If a Local Bankruptcy Form is required, it should be included as the first page of the document.

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications** under the **Bankruptcy** heading or **Motions** under the **Adversary** heading.
- STEP 3.** The **Case Number** screen displays.
- Insert the case number using the YY-NNNNN format for a Bankruptcy main case or YY-NNNN format for an Adversary Proceeding.
  - Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- Select the appropriate motion from the event list.
  - Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- Select the party filer. IF ADDING A PARTY, refer to ECF Basics.
  - Click **Next**.
- STEP 6.** Various questions/prompts may display, complete as appropriate. Some questions or fields may display in a screen of their own, while others may display together on one screen.
- If a free text box displays, enter the appropriate information. This information will appear in the docket text.
  - If **Select the category to which your event relates** screen displays, click on the appropriate category. If this applies, click **Browse** to select the appropriate PDF

to attach, then proceed to **STEP 7**. If this does not apply, click **Browse** to select the appropriate PDF to attach, then proceed to **STEP 8**.

**NOTE:** A search of the possible related events can be narrowed by entering in search criteria either by date or document number, or these fields may be left blank.

**STEP 7.** The **Select the appropriate event(s) to which your event relates** screen displays.

- Mark  the box that corresponds to the appropriate document.
- Click **Next**.

**STEP 8.** 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 9.** The **Docket Text: Final Text** screen displays.

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

**STEP 10.** The **Notice of Electronic Filing** screen displays.