

Notices of Hearing

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Notices of Hearing

Introduction

This document contains information and filing procedures for e-filing generic notices of hearings using the CM/ECF *Notice of Hearing* event in both bankruptcy main cases and adversary proceedings.

When to File Notices of Hearings

The *Notice of Hearing* event should only be used upon direction of the court.

Before filing a notice of hearing, the date, time, and location of the hearing to be noticed must be obtained from a calendar clerk. [Click here](#) for contact information.

See separate procedures for the following types of notices of hearings which should be filed with events other than the generic *Notice of Hearing* event:

- Notice of Hearing on Ch. 13 Trustee Motion to Dismiss (LBF 1366)
- Notice of Pre-Confirmation Amendment of Plan and Confirmation Hearing in Chapter 12 & 13 Cases
- Motions to Extend or Impose Stay & Hearings Thereon
- Stipulated Continuance of Non-Evidentiary Relief from Stay Hearing
- Objection/Response and Notice of Hearing Re: Relief from Stay

Filing Procedures

Notices of hearing in a bankruptcy main case

Step	Action
1	Click on Bankruptcy on the ECF main menu bar
2	Select the Notices menu
3	Enter case number in YY-XXXXX format
4	Select the Notice of Hearing event
5	Select or add ¹ represented party
6	Review instructional message and proceed

¹ See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

7	Use radio button to select whether the notice of hearing is in regard to a rescheduled hearing ² (defaults to No)
8	Review instructional message and proceed
9	<ul style="list-style-type: none"> • Select the hearing from the Please select from the following hearings drop-down list for the hearing type being noticed³ (the “Chambers Presets” link will bring up a list of hearings for each judge) • Check boxes for associated docket entries if applicable⁴
10	Click Browse... button to attach the notice of hearing in PDF format
11	Modify docket text as appropriate
12	Review docket text and submit

Notices of hearing in an adversary proceeding

Step	Action
1	Click on Adversary on the ECF main menu bar
2	Select the Notices/Miscellaneous menu
3	Enter case number in YY-XXXX format
4	Select the Notice of Hearing event
5	Select or add ⁵ represented party
7	Use radio button to select whether the notice of hearing is in regard to a rescheduled hearing ⁶ (defaults to No)
8	Review instructional message and proceed
9	<ul style="list-style-type: none"> • Select the hearing from the Please select from the following hearings drop-down list for the hearing type being noticed⁷ (the “Chambers Presets” links will bring up a list of hearings for each judge) • Check boxes for associated docket entries if applicable⁸
10	Click Browse... button to attach the notice of hearing in PDF format
11	Modify docket text as appropriate
12	Review docket text and submit

² This answer will be reflected in the docket text.

³ This will auto-fill the “Date,” “Hearing Time,” and “Location” fields below.

⁴ If no docket entry is selected, click **OK** on the pop-up box warning to proceed.


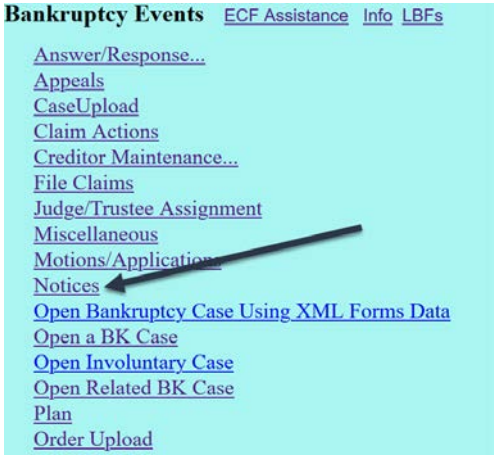
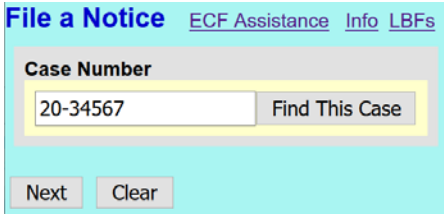
⁵ See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

⁶ This answer will be reflected in the docket text.

⁷ This will auto-fill the “Date,” “Hearing Time,” and “Location” fields below.

⁸ If no docket entry is selected, click **OK** on the pop-up box warning to proceed.

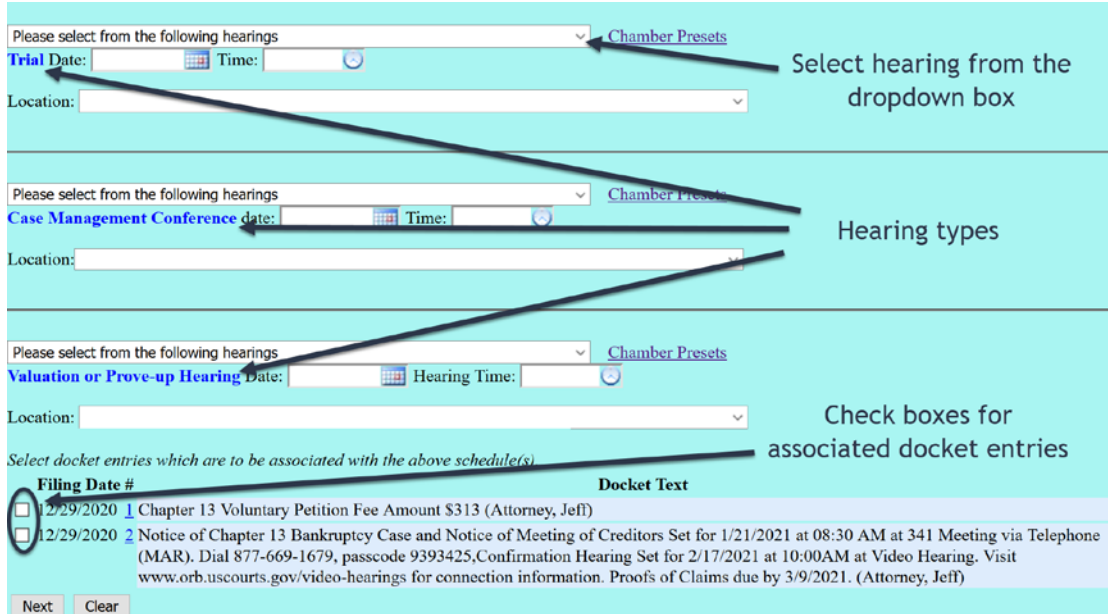
Table 1: Filing notices of hearing in bankruptcy main cases with screen shots

Step	Action
1	<p>Click on Bankruptcy on the ECF main menu bar</p> 
2	<p>Select the Notices menu</p> 
3	<p>Enter case number in YY-XXXXX format</p> 

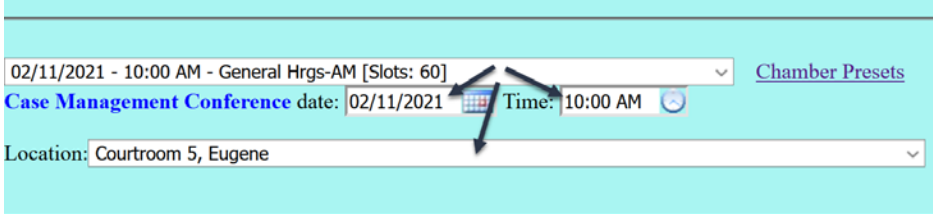
4	<p>Select the Notice of Hearing event</p> <div> <input type="text"/> Start typing to find another event. Hold down Ctrl to add additional items. </div> <table border="1"> <thead> <tr> <th>Available Events (click to select events)</th> <th>Selected Events (click to remove events)</th> </tr> </thead> <tbody> <tr> <td>Notice and Motion to Sell Free and Clear of Liens [Requires LBF 760.5 - 12/1/20]</td> <td>Notice of Hearing</td> </tr> <tr> <td>Notice of Appearance/Representation</td> <td></td> </tr> <tr> <td>Notice of Court's Intention to Communicate</td> <td></td> </tr> <tr> <td>Notice of Death</td> <td></td> </tr> <tr> <td>Notice of Hearing</td> <td></td> </tr> <tr> <td>Notice of Hearing on Ch 13 Trustee Motion to Dismiss/Convert [Requires LBF 1366 - 12/1/20]</td> <td></td> </tr> <tr> <td>Notice of Hearing on Petition of Chapter 15 Case</td> <td></td> </tr> <tr> <td>Notice of Intent [LBF #753.40 - 12/1/18 may apply]</td> <td></td> </tr> <tr> <td>Notice of Intent to Abandon [Requires LBF #751 - 12/1/18]</td> <td></td> </tr> <tr> <td>Notice of Intent to Request Redaction in Transcript</td> <td></td> </tr> <tr> <td>Notice of Intent to Sell Property (Private Sale) [Requires LBF #760 - 12/1/18]</td> <td></td> </tr> <tr> <td>Notice of Intent to Sell/Refinance/Encumber</td> <td></td> </tr> <tr> <td>Notice of Law Student Appearance</td> <td></td> </tr> </tbody> </table> <p>Next Clear</p>	Available Events (click to select events)	Selected Events (click to remove events)	Notice and Motion to Sell Free and Clear of Liens [Requires LBF 760.5 - 12/1/20]	Notice of Hearing	Notice of Appearance/Representation		Notice of Court's Intention to Communicate		Notice of Death		Notice of Hearing		Notice of Hearing on Ch 13 Trustee Motion to Dismiss/Convert [Requires LBF 1366 - 12/1/20]		Notice of Hearing on Petition of Chapter 15 Case		Notice of Intent [LBF #753.40 - 12/1/18 may apply]		Notice of Intent to Abandon [Requires LBF #751 - 12/1/18]		Notice of Intent to Request Redaction in Transcript		Notice of Intent to Sell Property (Private Sale) [Requires LBF #760 - 12/1/18]		Notice of Intent to Sell/Refinance/Encumber		Notice of Law Student Appearance	
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5	<p>Select or add⁹ represented party</p> <div> <p>Select the Party:</p> <div> <input type="text"/> <ul style="list-style-type: none"> Fleur, Callie [Debtor] Markel, Naliko [Trustee] US Trustee, Eugene, [U.S. Trustee] </div> <p>Add/Create New Party</p> <p>Next Clear</p> </div>																												
6	<p>Review instructional message and proceed</p> <p>Do not continue entering this event if you are filing LBF 1366. Use the event Notice of Hearing/Request for Hearing (LBF 1366) in the Notices or Answer/Response category instead.</p> <p>Next Clear</p>																												
7	<p>Use radio button to select whether the notice of hearing is in regard to a rescheduled hearing¹⁰ (defaults to No)</p> <div> <p>Are you rescheduling a hearing?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Next Clear</p> </div>																												

⁹ See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

¹⁰ This answer will be reflected in the docket text.

8	<p>Review instructional message and proceed</p> <p>You must select a hearing date and time from the list on the following screen. Be sure to review the final docket text to verify all hearing information.</p> <p>Next Clear</p>						
9	<ul style="list-style-type: none"> • Select the hearing from the Please select from the following hearings drop-down list for the hearing type being noticed¹¹ (the “Chambers Presets” links will bring up a list of hearings for each judge) • Check boxes for associated docket entries if applicable¹²  <p>The screenshot shows three sections for selecting hearings, each with a dropdown menu, date/time fields, and a location field. The first section is for 'Trial', the second for 'Case Management Conference', and the third for 'Valuation or Prove-up Hearing'. Each section has a 'Chamber Presets' link. Below these is a table for selecting docket entries to associate with the schedule.</p> <table border="1" data-bbox="289 1024 1390 1157"> <thead> <tr> <th>Filing Date #</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 12/29/2020 1</td> <td>Chapter 13 Voluntary Petition Fee Amount \$313 (Attorney, Jeff)</td> </tr> <tr> <td><input type="checkbox"/> 12/29/2020 2</td> <td>Notice of Chapter 13 Bankruptcy Case and Notice of Meeting of Creditors Set for 1/21/2021 at 08:30 AM at 341 Meeting via Telephone (MAR). Dial 877-669-1679, passcode 9393425, Confirmation Hearing Set for 2/17/2021 at 10:00AM at Video Hearing. Visit www.orb.uscourts.gov/video-hearings for connection information. Proofs of Claims due by 3/9/2021. (Attorney, Jeff)</td> </tr> </tbody> </table> <p>Next Clear</p>	Filing Date #	Docket Text	<input type="checkbox"/> 12/29/2020 1	Chapter 13 Voluntary Petition Fee Amount \$313 (Attorney, Jeff)	<input type="checkbox"/> 12/29/2020 2	Notice of Chapter 13 Bankruptcy Case and Notice of Meeting of Creditors Set for 1/21/2021 at 08:30 AM at 341 Meeting via Telephone (MAR). Dial 877-669-1679, passcode 9393425, Confirmation Hearing Set for 2/17/2021 at 10:00AM at Video Hearing. Visit www.orb.uscourts.gov/video-hearings for connection information. Proofs of Claims due by 3/9/2021. (Attorney, Jeff)
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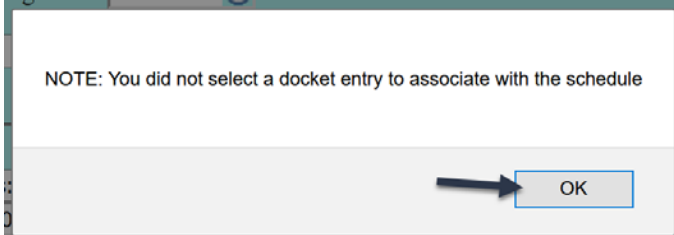
¹¹ This will auto-fill the “Date,” “Hearing Time,” and “Location” fields below.



The screenshot shows the 'Case Management Conference' section with the following auto-filled information:

- Date:** 02/11/2021
- Time:** 10:00 AM
- Location:** Courtroom 5, Eugene

¹² If no docket entry is selected, click **OK** on the pop-up box warning to proceed.



The pop-up box contains the following text:

NOTE: You did not select a docket entry to associate with the schedule

OK

10	<p>Click Browse... button to attach the notice of hearing 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>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> <p>Next Clear</p>
11	<p>Modify docket text as appropriate</p> <p>Docket Text: Modify as Appropriate.</p> <p>Notice of Hearing. Filed By Debtor Callie Fleur Case Management Conference set for 2/11/2021 at 10:00AM in/by Courtroom 5, Eugene. (Attorney, Jeff)</p> <p>Next Clear</p>
12	<p>Review docket text and submit</p> <p>Docket Text: Final Text</p> <p>Notice of Hearing. Filed By Debtor Callie Fleur Case Management Conference set for 2/11/2021 at 10:00AM in/by Courtroom 5, Eugene. (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>Next Clear</p>

Table 2: Filing notices of hearing in adversary proceedings with screen shots

Step	Action
1	<p>Click on Adversary on the ECF main menu bar</p> 
2	<p>Select the Notices/Miscellaneous menu</p> 
3	<p>Enter case number in YY-XXXX format</p> 

4	<p>Select the Notice of Hearing event</p> <div> <input type="text"/> Start typing to find another event. Hold down Ctrl to add additional items. </div> <table border="1"> <thead> <tr> <th>Available Events (click to select events)</th><th>Selected Events (click to remove events)</th></tr> </thead> <tbody> <tr><td>List of Video Trial Participants</td><td>Notice of Hearing</td></tr> <tr><td>List of Witnesses</td><td></td></tr> <tr><td>Memorandum</td><td></td></tr> <tr><td>Non-Military Affidavit</td><td></td></tr> <tr><td>Notice</td><td></td></tr> <tr><td>Notice of Appearance/Representation</td><td></td></tr> <tr><td>Notice of Dismissal</td><td></td></tr> <tr><td>Notice of Hearing</td><td></td></tr> <tr><td>Notice of Intent [LBF #753.40 - 12/1/18 may apply]</td><td></td></tr> <tr><td>Notice of Intent to Request Redaction in Transcript</td><td></td></tr> <tr><td>Notice of Substantial Consummation</td><td></td></tr> <tr><td>Payment of Deferred Complaint Fee 11/1/11 to 5/31/14</td><td></td></tr> <tr><td>Payment of Deferred Complaint Fee 9/21/05 to 10/31/11</td><td></td></tr> <tr><td>Payment of Deferred Complaint Fee Post 6/1/14</td><td></td></tr> <tr><td>Payment of Deferred Complaint Fee Pre-9/20/05</td><td></td></tr> <tr><td>Payment of Direct Appeal Fee</td><td></td></tr> </tbody> </table> <p>Next Clear</p>	Available Events (click to select events)	Selected Events (click to remove events)	List of Video Trial Participants	Notice of Hearing	List of Witnesses		Memorandum		Non-Military Affidavit		Notice		Notice of Appearance/Representation		Notice of Dismissal		Notice of Hearing		Notice of Intent [LBF #753.40 - 12/1/18 may apply]		Notice of Intent to Request Redaction in Transcript		Notice of Substantial Consummation		Payment of Deferred Complaint Fee 11/1/11 to 5/31/14		Payment of Deferred Complaint Fee 9/21/05 to 10/31/11		Payment of Deferred Complaint Fee Post 6/1/14		Payment of Deferred Complaint Fee Pre-9/20/05		Payment of Direct Appeal Fee	
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¹³ See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

¹⁴ This answer will be reflected in the docket text.

9

- Select the hearing from the **Please select from the following hearings** drop-down list for the hearing type being noticed¹⁵ (the “Chambers Presets” links will bring up a list of hearings for each judge)
- Check boxes for associated docket entries if applicable¹⁶

The screenshot shows three identical sections for scheduling different types of hearings: Status Hearing, Case Management Conference, and Valuation or Prove-up Hearing. Each section includes a dropdown menu for selecting a hearing, a date and time picker, and a location dropdown. Annotations with arrows point to these fields: 'Select hearing from the dropdown box' points to the dropdown menu, 'Hearing types' points to the dropdown menu, and 'Check boxes for associated docket entries' points to the checkbox column in the docket list.

Status Hearing Date: [Calendar Icon] Hearing Time: [Clock Icon] Location: [Dropdown]

Case Management Conference date: [Calendar Icon] Time: [Clock Icon] Location: [Dropdown]

Valuation or Prove-up Hearing Date: [Calendar Icon] Hearing Time: [Clock Icon] Location: [Dropdown]

Select docket entries which are to be associated with the above schedule(s).

Filing Date #	Docket Text
<input type="checkbox"/> 09/30/2019 1	Adversary case 19-06021. Complaint by Callie Fleur against Brock Ohlee . \$350 Filing Fee Paid. Nature of Suit:(02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)))(ThompsonTest, Jeff)
<input type="checkbox"/> 09/30/2019 2	Notice of Proposed Dismissal for failure to lodge a proposed pre-trial order Effective Within 21 Days. (ThompsonTest, Jeff)
<input type="checkbox"/> 0/18/2019 3	Motion to Redact Fee Amount \$25 Filed by Plaintiff Callie Fleur Re: 2 Notice of Proposed Dismissal (Attorney, Jeff)
<input type="checkbox"/> 04/10/2020 5	Record of Proceeding Re: Matter Taken Under Advisement 1 Complaint Pre-Trial Hearing Set for 05/19/2020 at 10:00 AM in/by Courtroom #5, Eugene. (kjh)

Next Clear

¹⁵ This will auto-fill the “Date,” “Hearing Time,” and “Location” fields below.

The screenshot shows the hearing scheduling interface with the following fields auto-filled: Date: 02/11/2021, Time: 10:00 AM, and Location: Courtroom 5, Eugene. The dropdown menu for the hearing type is set to 'General Hrgs-AM [Slots: 60]'. The 'Chamber Presets' link is visible.

02/11/2021 - 10:00 AM - General Hrgs-AM [Slots: 60] Chamber Presets

Case Management Conference date: 02/11/2021 Time: 10:00 AM

Location: Courtroom 5, Eugene

¹⁶ If no docket entry is selected, click **OK** on the pop-up box warning to proceed.

The screenshot shows a pop-up box with the following text: 'NOTE: You did not select a docket entry to associate with the schedule'. There is an 'OK' button at the bottom right.

NOTE: You did not select a docket entry to associate with the schedule

OK

10	<p>Click Browse... button to attach the notice of hearing 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>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> <p>Next Clear</p>
11	<p>Modify docket text as appropriate</p> <p>Docket Text: Modify as Appropriate.</p> <p>Rescheduled Notice of Hearing. Filed By Defendant Brock Ohlee Case Management Conference set for 2/11/2021 at 10:00AM in/by Courtroom 5, Eugene. (Attorney, Jeff)</p> <p>Next Clear</p>
12	<p>Review docket text and submit</p> <p>Docket Text: Final Text</p> <p>Rescheduled Notice of Hearing. Filed By Defendant Brock Ohlee Case Management Conference set for 2/11/2021 at 10:00AM in/by Courtroom 5, Eugene. (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>Next Clear</p>