

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.

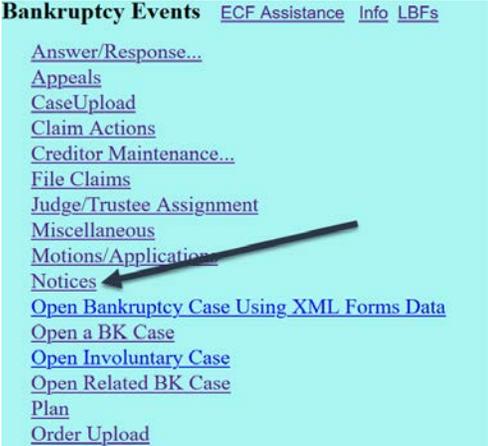
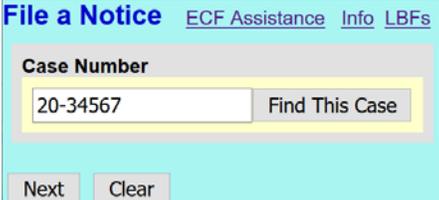
⁵ See separate [ECF Filing Basics](#) procedures for instructions on adding parties.

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>  <p>The screenshot shows the ECF main menu bar with the following items: CM ECF, Bankruptcy, Adversary, Query, Reports, Utilities, Search Events, Help, and Log Out. Below the menu 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 Notices menu</p>  <p>The screenshot shows the Bankruptcy Events menu with the following items: Bankruptcy Events, ECF Assistance, Info, LBFs, 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. The 'Notices' item is highlighted by an arrow.</p>
3	<p>Enter case number in YY-XXXXX format</p>  <p>The screenshot shows the 'File a Notice' form with the following items: File a Notice, ECF Assistance, Info, LBFs, Case Number, 20-34567, Find This Case, Next, and Clear.</p>

<p>4</p>	<p>Select the Notice of Hearing event</p> <p>Start typing to find another event. Hold down Ctrl to add additional items.</p> <table border="1"> <thead> <tr> <th data-bbox="297 289 829 317">Available Events (click to select events)</th> <th data-bbox="829 289 1377 317">Selected Events (click to remove events)</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 317 829 680"> <ul style="list-style-type: none"> Notice and Motion to Sell Free and Clear of Liens [Requires LBF 760.5 - 12/1/20] Notice of Appearance/Representation Notice of Court's Intention to Communicate Notice of Death <li style="background-color: #e0f0ff;">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 </td> <td data-bbox="829 317 1377 680"> <ul style="list-style-type: none"> Notice of Hearing </td> </tr> </tbody> </table> <p>Next Clear</p>	Available Events (click to select events)	Selected Events (click to remove events)	<ul style="list-style-type: none"> Notice and Motion to Sell Free and Clear of Liens [Requires LBF 760.5 - 12/1/20] Notice of Appearance/Representation Notice of Court's Intention to Communicate Notice of Death <li style="background-color: #e0f0ff;">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 	<ul style="list-style-type: none"> Notice of Hearing
Available Events (click to select events)	Selected Events (click to remove events)				
<ul style="list-style-type: none"> Notice and Motion to Sell Free and Clear of Liens [Requires LBF 760.5 - 12/1/20] Notice of Appearance/Representation Notice of Court's Intention to Communicate Notice of Death <li style="background-color: #e0f0ff;">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 	<ul style="list-style-type: none"> Notice of Hearing 				
<p>5</p>	<p>Select or add⁹ represented party</p> <p>Select the Party:</p> <table border="1"> <tbody> <tr> <td data-bbox="297 835 656 1031"> <ul style="list-style-type: none"> Fleur, Callie [Debtor] Markel, Naliko [Trustee] US Trustee, Eugene, [U.S. Trustee] </td> <td data-bbox="656 835 906 1031"> <p>Add/Create New Party</p> </td> </tr> </tbody> </table> <p>Next Clear</p>	<ul style="list-style-type: none"> Fleur, Callie [Debtor] Markel, Naliko [Trustee] US Trustee, Eugene, [U.S. Trustee] 	<p>Add/Create New Party</p>		
<ul style="list-style-type: none"> Fleur, Callie [Debtor] Markel, Naliko [Trustee] US Trustee, Eugene, [U.S. Trustee] 	<p>Add/Create New Party</p>				
<p>6</p>	<p>Review instructional message and proceed</p> <p style="color: red;">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>				
<p>7</p>	<p>Use radio button to select whether the notice of hearing is in regard to a rescheduled hearing¹⁰ (defaults to No)</p> <p>Are you rescheduling a hearing?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>Next Clear</p>				

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

¹⁰ This answer will be reflected in the docket text.

8 Review instructional message and proceed

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.

Next Clear

9

- 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

Select hearing from the dropdown box

Hearing types

Check boxes for associated docket entries

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)

Next Clear

¹¹ This will auto-fill the “Date,” “Hearing Time,” and “Location” fields below.

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

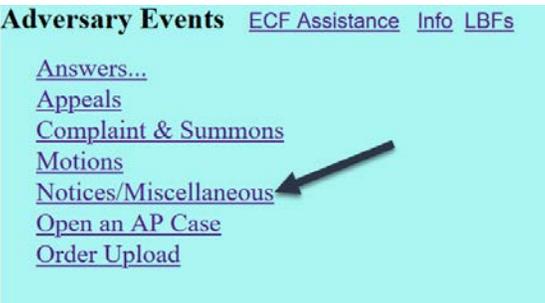
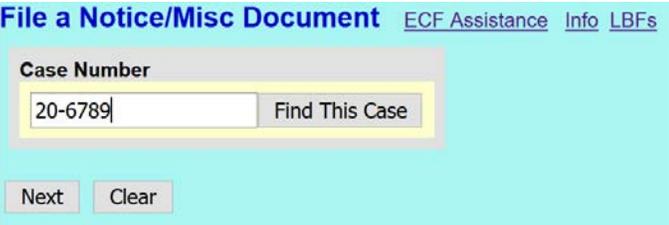
¹² If no docket entry is selected, click **OK** on the pop-up box warning to proceed.

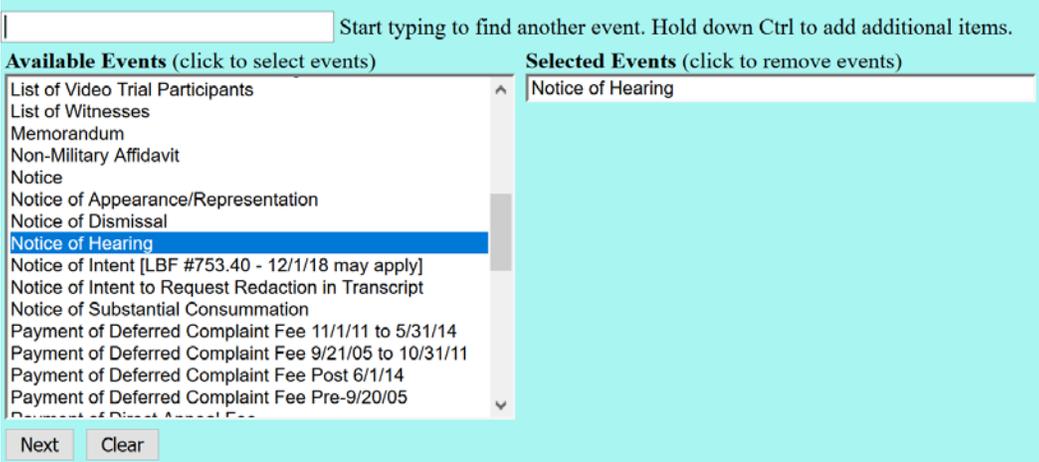
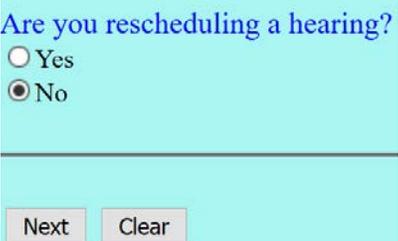
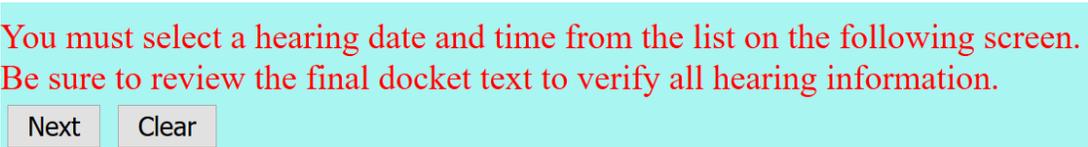
NOTE: You did not select a docket entry to associate with the schedule

OK

<p>10</p>	<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> <hr/> <p>Next Clear</p>
<p>11</p>	<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>
<p>12</p>	<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>  <p>The screenshot shows the top navigation bar of the CM ECF system. The 'Adversary' menu item is highlighted with a blue arrow pointing upwards. The rest of the page features 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'.</p>
2	<p>Select the Notices/Miscellaneous menu</p>  <p>The screenshot shows a dropdown menu titled 'Adversary Events'. The 'Notices/Miscellaneous' link is highlighted with a blue arrow pointing to it. Other links in the menu include 'Answers...', 'Appeals', 'Complaint & Summons', 'Motions', 'Open an AP Case', and 'Order Upload'.</p>
3	<p>Enter case number in YY-XXXX format</p>  <p>The screenshot shows the 'File a Notice/Misc Document' page. The 'Case Number' field contains the text '20-6789'. Below the field are 'Next' and 'Clear' buttons. The page also includes links for 'ECF Assistance', 'Info', and 'LBFs'.</p>

<p>4</p>	<p>Select the Notice of Hearing event</p> 
<p>5</p>	<p>Select or add¹³ represented party</p> 
<p>7</p>	<p>Use radio button to select whether the notice of hearing is in regard to a rescheduled hearing¹⁴ (defaults to No)</p> 
<p>8</p>	<p>Review instructional message and proceed</p> 

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

Please select from the following hearings [Chamber Presets](#) Select hearing from the dropdown box

Status Hearing Date: [calendar icon] Hearing Time: [clock icon]

Location: [dropdown]

Please select from the following hearings [Chamber Presets](#) Hearing types

Case Management Conference date: [calendar icon] Time: [clock icon]

Location: [dropdown]

Please select from the following hearings [Chamber Presets](#) Check boxes for associated docket entries

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 checked="" 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.

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

Case Management Conference date: 02/11/2021 [calendar icon] Time: 10:00 AM [clock icon]

Location: Courtroom 5, Eugene [dropdown]

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

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

OK

<p>10</p>	<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>
<p>11</p>	<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>
<p>12</p>	<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>