

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

Motions and Applications are often filed by parties requesting the court to order and rule in favor of the applicant. The following instruction will guide you through the process necessary to file any motion or application in the CM/ECF system.

STEP 1 Click on Motions/Applications hypertext link. (see figure 1)



figure 1

STEP 2 The next screen gives direction on how to handle expedited/emergency matters. Please take note and click Next. (see figure 2 below)



figure 2

STEP 3 Enter the case number

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STEP 4 **Select the appropriate relief type for the motion/application being filed. Click Next. (see figure 3)**



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion'. A link '03-10007-fm Chris Rock' is visible. A dropdown menu is open, listing the following relief types: Amend Order, Avoid Lien, Compel Abandonment, Compensation, Consolidate or Jointly Administer Cases, Continue Hearing, Convert Case to Chapter 11, and Convert Case to Chapter 12 or 13. Below the dropdown is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom of the form are 'Next' and 'Clear' buttons.

figure 3

STEP 5 **Select the Party Filer. If the party filer does not appear in the drop down box, select *Add/Create New Party* (see figure 4 below)**



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion:'. A link '03-10007-fm Chris Rock' is visible. The section 'Select the Party:' is active, showing a dropdown menu with the following party names: Chase Manhattan Bank, [Creditor], Cook Sales, Inc., [Creditor], Milligan, Marsha G [Trustee], Porsche Financial, Inc., [Creditor], Rock, Chris [Debtor], and United States Trustee - AU7, [U.S. Trustee]. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom of the form are 'Next' and 'Clear' buttons.

figure 4

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STEP 6 **The Search for A Party Screen Appears. Enter search criteria according to the CM/ECF Style Guide. Click Search. (see figure 5)**

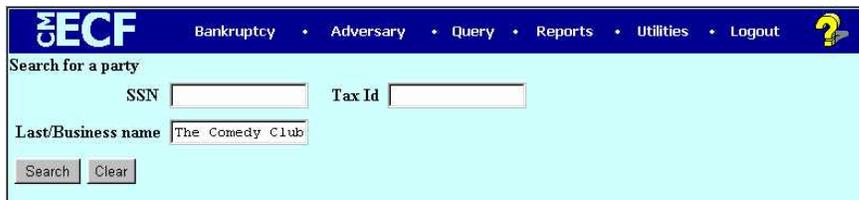


figure 5

STEP 7 **If the Search for a Party Screen appears with the message of *No Person Found*, click on the *Create New Party* box. The Party Information Screen Appears and saves the search information you previously entered. Complete by entering the entire name of the party. It is not necessary to complete the address for parties other than the debtor but be sure to select the appropriate party “role” before clicking Submit. (see figure 6 below)**

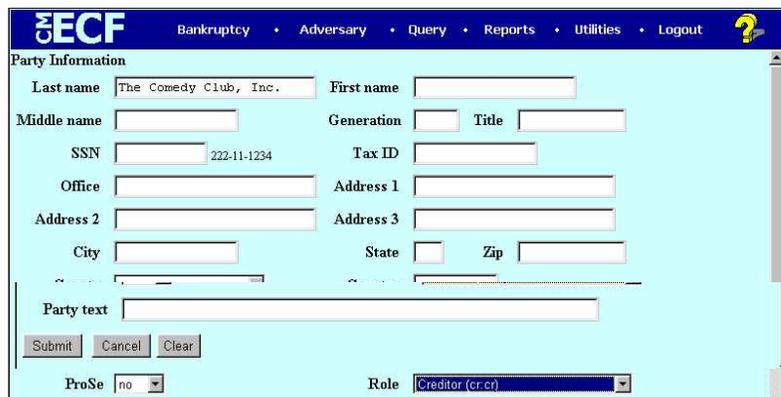


figure 6

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STEP 8 **The party entered will now appear in the party filer drop down box. Select that party and click Next (see figure 7 below)**



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion:' followed by a link '03-10007-fm Chris Rock'. The main content area has a heading 'Select the Party:' and a dropdown menu. The dropdown menu is open, showing a list of parties: 'The Comedy Club, Inc., [Creditor]', 'Chase Manhattan Bank, [Creditor]', 'Cook Sales, Inc., [Creditor]', 'Milligan, Marsha G [Trustee]', 'Porsche Financial, Inc., [Creditor]', 'Rock, Chris [Debtor]', and 'United States Trustee - AU7, [U.S. Trustee]'. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom of the form are 'Next' and 'Clear' buttons.

figure 7

STEP 9 **If a party has been added, there will be an attorney/party association screen that appears the “first” time you file something in representation of a party in a particular case. Simply click in the box and continue to create the association between you and your client.**

STEP 10 **The Browse for a Document Screen appears. This is the place where you attach the PDF document to your entry. Once you’ve located that document click Next. (see figure 8 below)**



The screenshot shows the ECF 'File a Motion' interface at the document selection step. The navigation bar and page title are the same as in Figure 7. Below the page title, there is a heading 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Underneath is a 'Filename' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field is a radio button group for 'Attachments to Document:' with options 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

figure 8

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STEP 11 **The opportunity to “link” a document to a previously filed document exists in CM/ECF. If this motion were amending another or if we were filing an objection, etc. the next screen would be utilized to create a reference that aids in reporting and other related document texts. A Motion For Relief From Stay would not be linked to a previously filed document. Insert Waiver and Objection Language information if applicable. Click Next. (see figure 9 below)**

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[03-10007-fm Chris Rock](#)

Refer to existing event(s)?

Filed to

Documents to

If Pleading Has Waiver Language, Type 30:

If Pleading Has Objection Language, Enter 10, 20, etc.

Next Clear

figure 9

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STEP 12 If the Motion/Application being filed, requires a filing fee a screen with information regarding the payment of this fee appears. Review and Click Next (see figure 10 below)

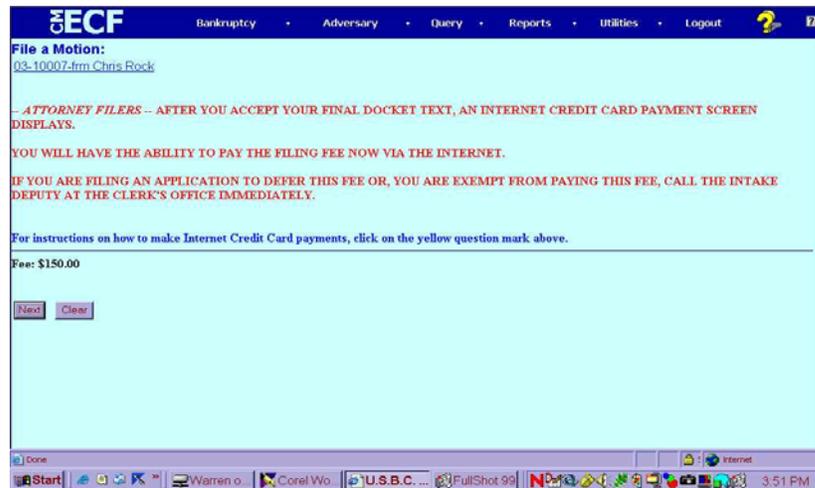


figure 10

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STEP 13 **The Modify Text Screen appears for your review. If any corrections are needed, you may click on the *BACK* key. No modifications can be made to the text box except to add a description of the motion in the prefix word drop down box. If not necessary, and entry is accurate click Next (see figure 11)**

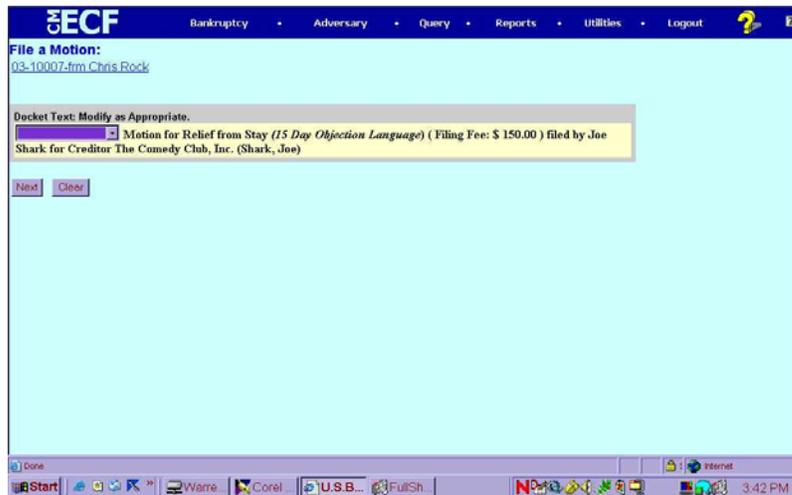


figure 11

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STEP 14 **The Final Text Window appears and this will be your final opportunity to review the entry and make any corrections. Clicking [next] on this screen commits the transaction to the system and can only be modified by the Court staff. Please make sure your entry is correct before you click Next. (see figure 12)**

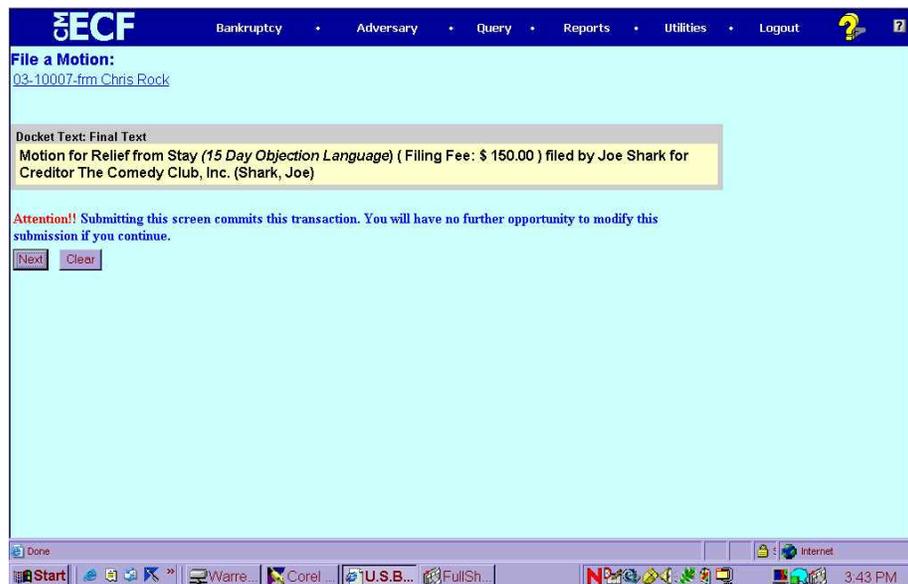


figure 12

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STEP 15 On top of your submission receipt (i.e. The Notice of Electronic Filing Screen) a pop up box appears which is the Summary of Current Charges (filing fees) owed by you. You have the option to pay now or continue filing. If you choose to continue filing the Summary of Current Charges will appear after the submission of each subsequent document filed. (see figure 13)

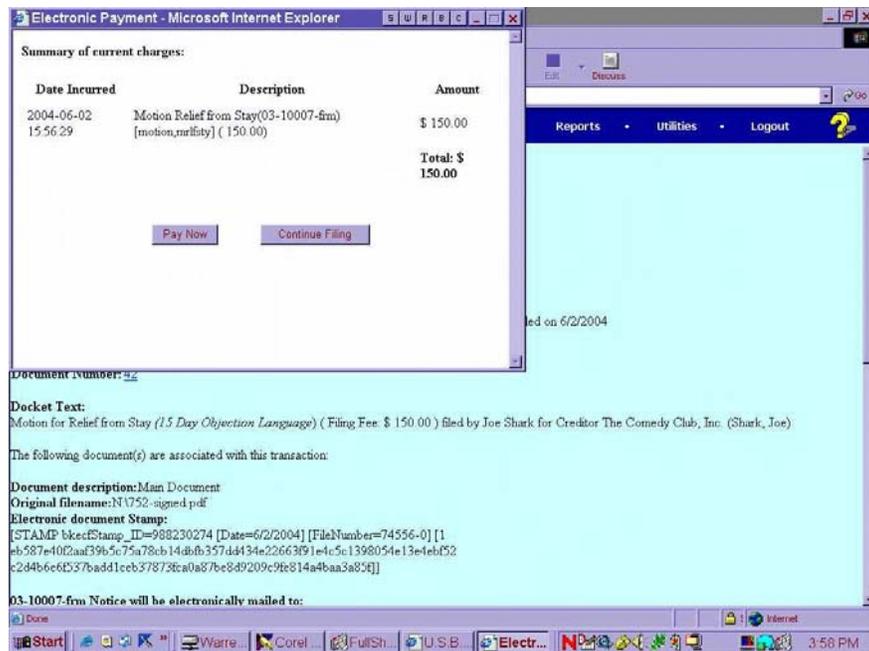


figure 13

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STEP 16 If you click “pay now” a box will appear in which you will need to insert the type of credit card you are going to use, the card number, etc. This will complete the financial transaction. If you close the window you will see your Notification of Electronic Filing in detail. (see figure 14)

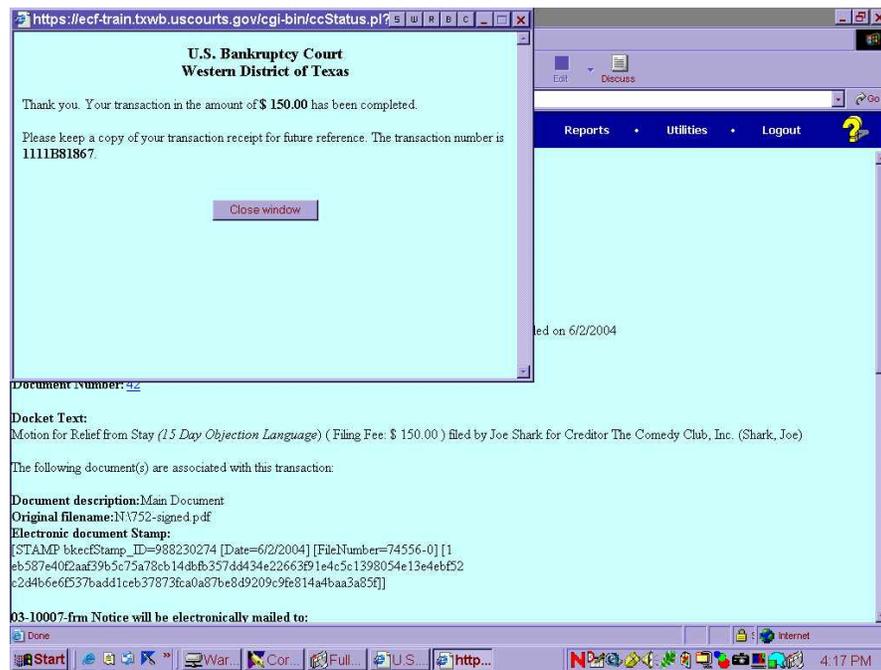


figure 14

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STEP 17 **The Notice of Electronic Filing Motion appears which completes the submission of your filing. It refers to the case number, the document number, the docket text and electronic notification within this receipt. Any blue hyperlink will allow you to view that document after logging into PACER. (see figure 15)**

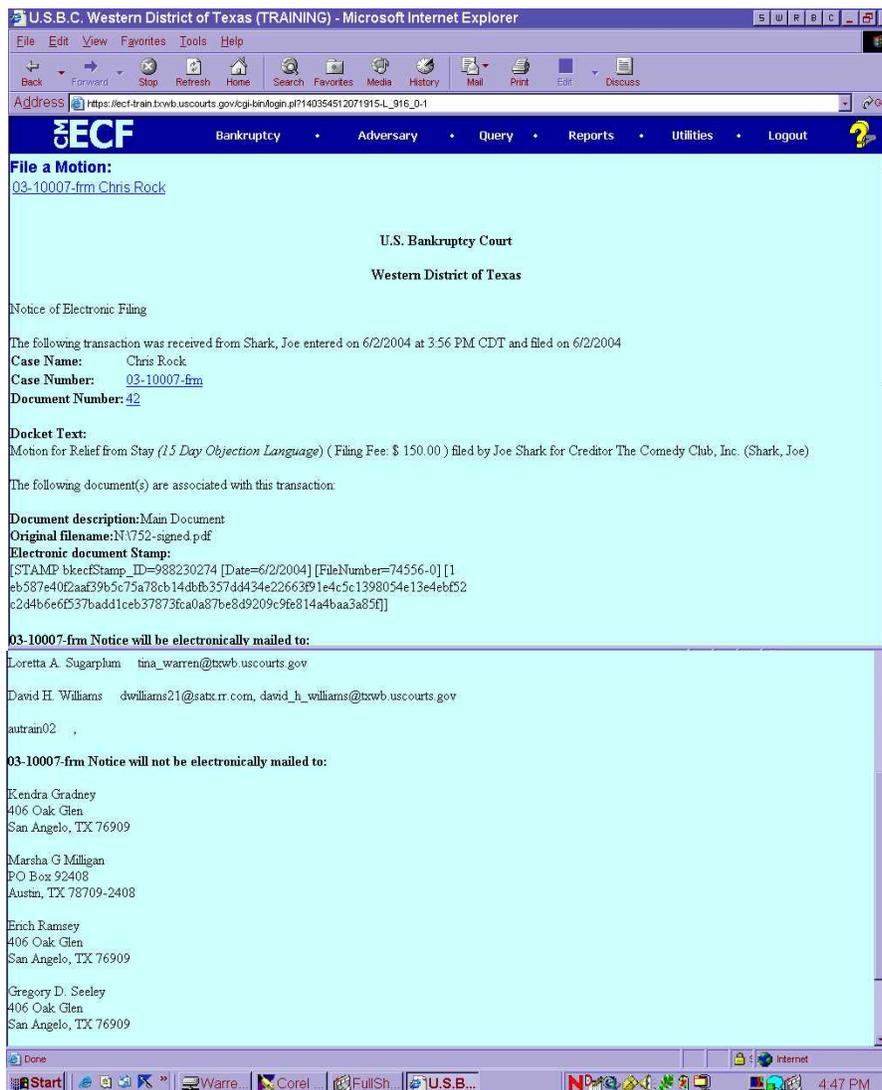


figure 15