

CM/ECF PROCEDURE

For Attorneys

MOTIONS/APPLICATIONS

Motions and Applications are often filed by parties requesting the Court to order and rule 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 instruction on how to handle expedited/emergency matters. Please take note and click Next. (see figure 2)



Figure 2

STEP 3 Enter the case number.

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STEP 4 The next screen provides guidance on how to handle multiple relief requests. After reviewing, click the Next button.

STEP 5 Select the appropriate relief type for the Motion/Application being filed. Click Next. (see figure 3)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[13-10001-cag Josh Brolin](#)

Type: bk Chapter: 7 v Office: 1 (Austin)
Assets: n Judge: cag Case Flag: DEBTED, CREDCOUN

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- More Definite Statement
- Objection to Discharge under 727(a)(8), (a)(9) or 1328(f)
- Obtain Credit Under Section 364(b), Rule 4001(c) or (d)
- Orders Confirming Termination of Automatic Stay Under 362(c)
- Pay Filing Fee in Installments
- Prohibit Use of Cash Collateral
- Reconsider Dismissal of Case
- Redeem Property of the Estate
- Refund of Filing Fee
- Reinstate Case
- Reject Lease or Executory Contract
- Relief From Stay**
- Relief From Stay (Agreed)
- Relief From Stay Against CoDebtor
- Relief From Stay And Against Co-Debtor
- Remove Debtor in Possession
- Remove Professional
- Remove Trustee

Selected Events (click to remove events)

- Relief From Stay

Joint filing with other attorney(s).

Figure 3

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STEP 6 Select the Party Filer. If the Party Filer does not appear in the drop down box, select the option to Add/Create New Party. (see figure 4)

The screenshot shows the CM/ECF interface with a dark blue header containing navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the text "File a Motion:" is displayed. The case number "13-10001-cag Josh Brolin" is shown with a link. Case details include: Type: bk, Chapter: 7 v, Office: 1 (Austin); Assets: n, Judge: cag, Case Flag: DEBTED, CREDCOUN. A "Select the Party:" section features a dropdown menu with the following options: Bardem, Javier [Creditor], Brolin, Josh [Debtor], Bush, III, George W. [Creditor], Paramount Pictures, [Creditor], Roberts, C. Daniel [Trustee], San Antonio Fire & Police Pension Fund, [Creditor], State Board of Equalization, [Creditor], and United States Trustee-AU, [U.S. Trustee]. To the right of the dropdown is a link for "Add/Create New Party". At the bottom of the section are "Next" and "Clear" buttons.

Figure 4

STEP 7 The Search for A Party screen appears. Enter search criteria according to the CM/ECF Style Guide. Click Search. (see figure 5)

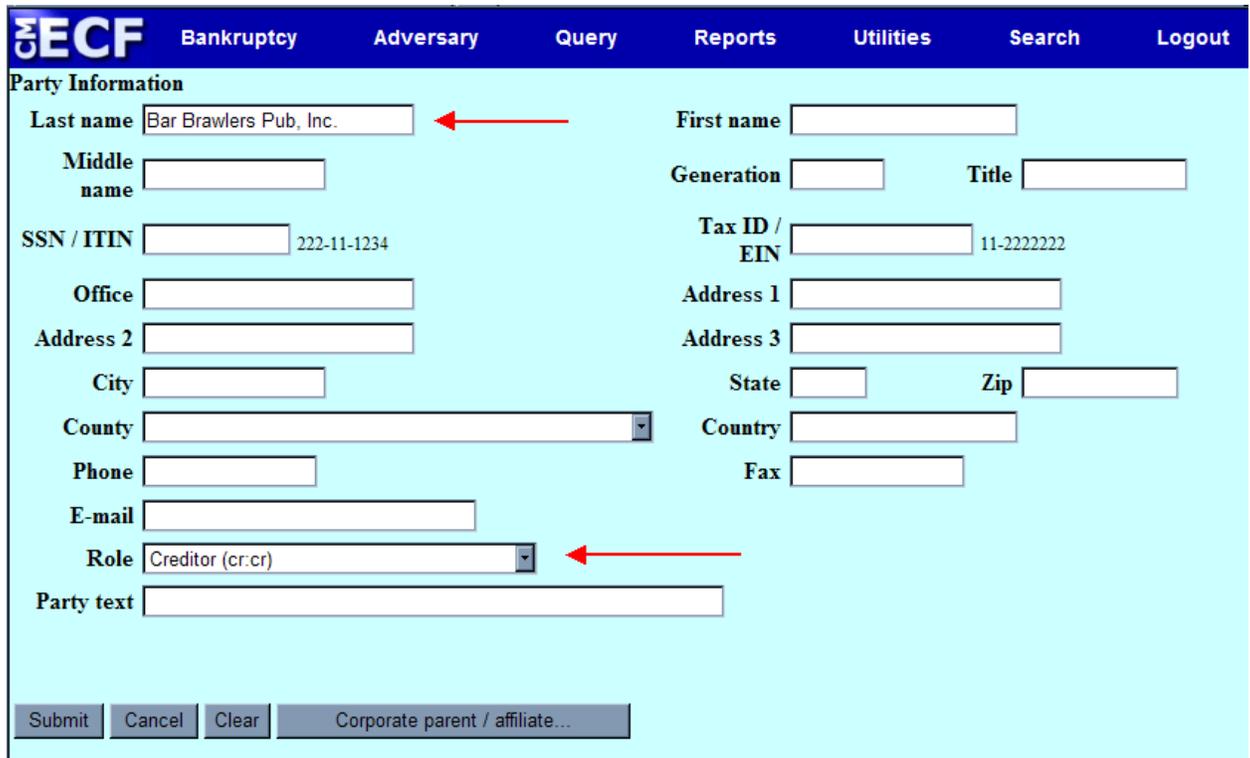
The screenshot shows the CM/ECF interface with the same dark blue header. The text "Search for a party" is displayed. There are input fields for "SSN / ITIN" and "Tax ID / EIN". Below these are fields for "Last/Business name" (containing "Bar Brawlers Pub"), "First Name", and "Middle Name". At the bottom of the search section are "Search" and "Clear" buttons.

Figure 5

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STEP 8 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 data you previously entered. Complete the party name information by entering the entire name of the party. It is not necessary to complete the address fields on this screen unless the party is the debtor. You must however, select the party's "role" in the Role dropdown box. Click Submit. (see figure 6)



Party Information	
Last name	Bar Brawlers Pub, Inc.
Middle name	
SSN / ITIN	222-11-1234
Office	
Address 2	
City	
County	
Phone	
E-mail	
Role	Creditor (cr:cr)
Party text	
First name	
Generation	
Title	
Tax ID / EIN	11-2222222
Address 1	
Address 3	
State	
Zip	
Country	
Fax	

Submit Cancel Clear Corporate parent / affiliate...

Figure 6

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STEP 9 The party will now appear in the Party Filer drop down box. Select that party and click Next. (see figure 7)

The screenshot shows the 'File a Motion' interface for case 13-10001-cag Josh Brolin. The case details are: Type: bk, Assets: n, Chapter: 7 v, Judge: cag, Office: 1 (Austin), and Case Flag: DEBTED, CREDCOUN. A dropdown menu titled 'Select the Party:' is open, listing several parties including 'Bar Brawlers Pub, Inc., [Creditor]', 'Bardem, Javier [Creditor]', 'Brolin, Josh [Debtor]', 'Bush, III, George W. [Creditor]', 'Paramount Pictures, [Creditor]', 'Roberts, C. Daniel [Trustee]', 'San Antonio Fire & Police Pension Fund, [Creditor]', and 'State Board of Equalization, [Creditor]'. A 'Next' button is visible at the bottom left, and a 'Clear' button is at the bottom right. A link for 'Add/Create New Party' is also present.

Figure 7

STEP 10 If a party was added, there will be an attorney/party association box in which the box should be checked in order for you to receive electronic notifications from CM/ECF in this case. (see figure 8)

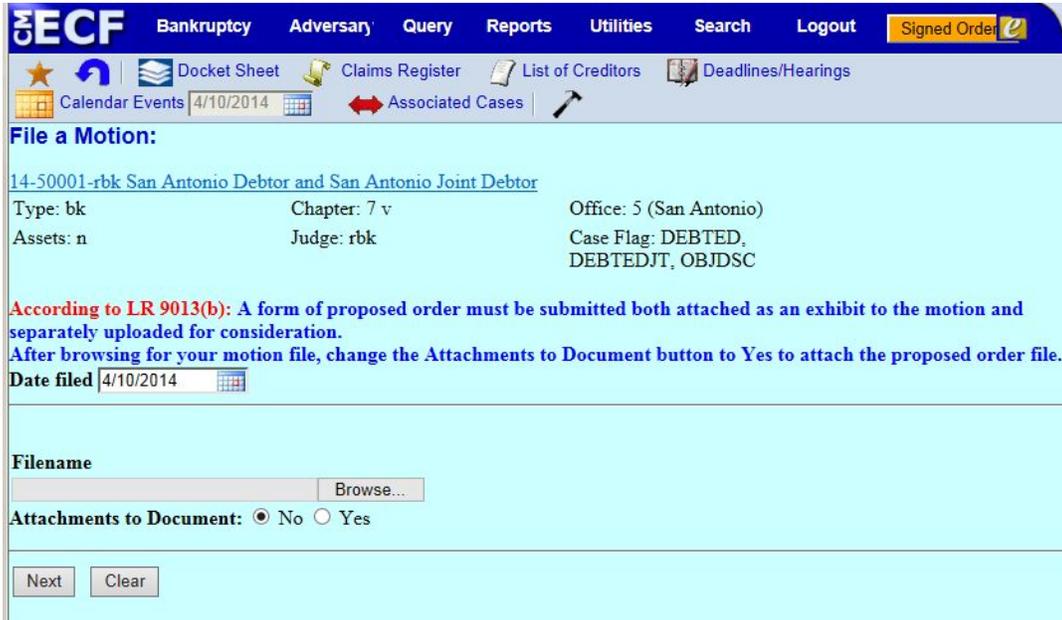
This screenshot shows the same 'File a Motion' interface as Figure 7, but with an additional section. Below the case details, there is a warning: 'IF YOU ARE THE ATTORNEY FOR THE PARTY SHOWN BELOW, YOU MUST CHECK THE BOX IN ORDER TO RECEIVE E-MAIL IN THIS CASE!'. Below this warning, there is a checkbox labeled 'Bar Brawlers Pub, Inc., (cr:cr) represented by Sugarplum, Loretta A. (aty)'. The checkbox is checked. A red arrow points from the text above to the checkbox. 'Next' and 'Clear' buttons are at the bottom.

Figure 8

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STEP 11 The Browse for a Document screen appears. This is the screen in which you upload the PDF document you are filing in relation to your entry. Once you have located that document from your computer, click Next. (see figure 9)

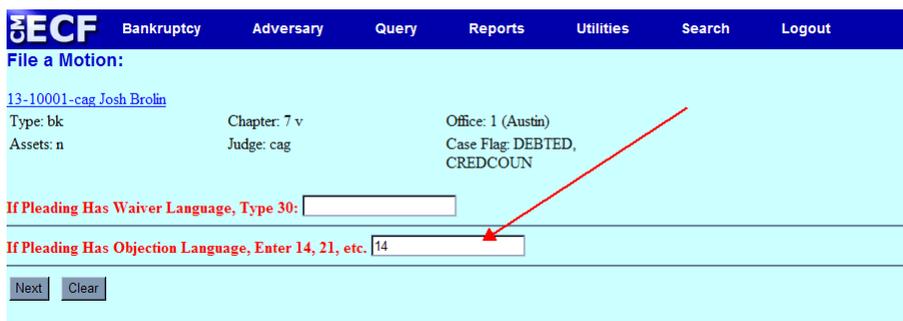


The screenshot shows the 'File a Motion' interface for case 14-50001-rbk. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar are links for 'Docket Sheet', 'Claims Register', 'List of Creditors', 'Deadlines/Hearings', 'Calendar Events', and 'Associated Cases'. The main content area displays case details: '14-50001-rbk San Antonio Debtor and San Antonio Joint Debtor', 'Type: bk', 'Chapter: 7 v', 'Office: 5 (San Antonio)', 'Assets: n', 'Judge: rbk', and 'Case Flag: DEBTED, DEBTEDJT, OBJDSC'. A red instruction states: 'According to LR 9013(b): A form of proposed order must be submitted both attached as an exhibit to the motion and separately uploaded for consideration. After browsing for your motion file, change the Attachments to Document button to Yes to attach the proposed order file.' The 'Date filed' is set to 4/10/2014. There is a 'Filename' field with a 'Browse...' button and an 'Attachments to Document' section with radio buttons for 'No' (selected) and 'Yes'. 'Next' and 'Clear' buttons are at the bottom.

Figure 9

STEP 12 If you are filing an *amended* Motion/Application, you will be prompted to “link” the current Motion you are filing back to the original you are amending. If you are not filing an amended Motion/Application, click Next.

STEP 13 During the filing process of certain documents, screens may appear prompting you to enter certain information such as whether or not the Motion/Application has objection language, etc. Enter the correct data and click Next. (see figure 10)



The screenshot shows the 'File a Motion' interface for case 13-10001-cag. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar are links for 'Docket Sheet', 'Claims Register', 'List of Creditors', 'Deadlines/Hearings', 'Calendar Events', and 'Associated Cases'. The main content area displays case details: '13-10001-cag Josh Brolin', 'Type: bk', 'Chapter: 7 v', 'Office: 1 (Austin)', 'Assets: n', 'Judge: cag', and 'Case Flag: DEBTED, CREDCOUN'. There are two input fields: 'If Pleading Has Waiver Language, Type 30:' and 'If Pleading Has Objection Language, Enter 14, 21, etc.'. A red arrow points to the second input field, which contains the number '14'. 'Next' and 'Clear' buttons are at the bottom.

Figure 10

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STEP 14 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 11)

The screenshot shows the ECF 'File a Motion' interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case information is displayed: Case Number 13-10001-cag Josh Brolin, Type: bk, Chapter: 7 v, Office: 1 (Austin), Assets: n, Judge: cag, and Case Flag: DEBTED, CREDCOUN. A red message states: '-- ATTORNEY FILERS -- AFTER YOU ACCEPT YOUR FINAL DOCKET TEXT, AN INTERNET CREDIT CARD PAYMENT SCREEN DISPLAYS. YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET. IF YOU ARE FILING AN APPLICATION TO DEFER FILING FEE, APPLICATION FOR WAIVER OF A FILING FEE OR, YOU ARE EXEMPT FROM PAYING THIS FEE, CALL THE INTAKE DEPUTY AT THE CLERK'S OFFICE IMMEDIATELY.' Below this, a link for instructions on Internet Credit Card payments is provided. The filing fee is listed as \$176.00. At the bottom are 'Next' and 'Clear' buttons.

Figure 11

STEP 15 The yellow Modify Text Screen appears for your review. If any corrections are needed, you may click on the *BACK* key. Modifications cannot be made inside the yellow text box with the exception to add a description of the Motion in the prefix word drop down box. Skip if not necessary. If the entry reads correctly, click Next. (see figure 12)

This screenshot shows the same ECF 'File a Motion' interface as Figure 11, but with a yellow highlighted box for 'Docket Text: Modify as Appropriate'. The text in the box reads: 'Motion for Relief from Stay (14 Day Objection Language) (Filing Fee: \$ 176.00) filed by Loretta A. Sugarplum for Creditor Bar Brawlers Pub, Inc. (Sugarplum, Loretta)'. A red arrow points from the 'Modify as Appropriate' text to the start of the motion description. The 'Next' and 'Clear' buttons are visible at the bottom.

Figure 12

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STEP 16 The Final Text Window appears and this will be your final opportunity to review the entry docket text and make any corrections. Clicking [Next] on this screen commits the transaction to the system and can only be modified by Court staff. Please make sure your entry is correct before you click Next. (see figure 13)

Figure 13

STEP 17 On top of your submission receipt, (i.e. The Notice of Electronic Filing Screen) a box appears which is the Summary of Current Charges (filing fees) owed by you (if any.) You have the option to pay now or continue filing. All filing fees are due by midnight of the date incurred. If you are filing a Motion/Application, the Court suggests you select *Continue Filing* and pay the fee later in order to attend to the Order Upload link available to you on this screen. Fee screens can be retrieved at any time by selecting the Utilities option “Internet Fees Due.” (see figure 14)

Date Incurred	Description	Amount
2013-01-28 15:14:01	Motion Relief from Stay(13-10001-cag) [motion.mfhty] (176.00)	\$ 176.00
Total		\$ 176.00

Figure 14

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STEP 18 Once you have selected the Continue Filing option, it is time to Upload your proposed order. Follow the instruction in red and click on Upload Order. (see figure 15)

The screenshot shows the CM/ECF system interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Motion:". The main content area displays case information for "13-10001-cag Josh Brolin". The information is organized into three columns: "Type: bk", "Chapter: 7 v", and "Office: 1 (Austin)"; "Assets: n", "Judge: cag", and "Case Flag: DEBTED, CREDCOUN". Below this information, a red arrow points to the text "Please note the document number and click following link to upload the proposed order." Another red arrow points to the "Upload Order" link. The page also includes the court name "U.S. Bankruptcy Court Western District of Texas", a "Notice of Electronic Filing" section, and a "Docket Text" section. The "Docket Text" section contains the text: "Motion for Relief from Stay (14 Day Objection Language) (Filing Fee: \$ 176.00) filed by Loretta A. Sugarplum for Creditor Bar Brawlers Pub, Inc. (Sugarplum, Loretta)". Below this, it lists associated documents, including "Document description: Main Document" and "Original filename: motion.PDF". The "Electronic document Stamp" is also visible, along with a long alphanumeric string. At the bottom, it states "13-10001-cag Notice will be electronically mailed to:" followed by the name "Loretta A. Sugarplum on behalf of Creditor Bar Brawlers Pub, Inc." and the email address "tina_warren@txwb.uscourts.gov".

Figure 15

*For instruction on the procedure for uploading proposed orders, see CM/ECF Procedure for Attorneys, ORDER UPLOAD, by clicking on the *Submitting Orders Electronically* link under the Electronic Filing Procedures for Attorneys off the Court's main information website at: www.txwb.uscourts.gov