

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/menu option.



STEP 2 The next screen gives instruction on how to handle expedited/emergency matters. Please take note and click Next.



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- STEP 3** Enter the case number.
- 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.

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

☐ Joint filing with other attorney(s).

Selected Events (click to remove events)

- Relief From Stay

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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.**

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

Select the Party:

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]
United States Trustee-AU, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- STEP 7** **The Search for A Party screen appears. Enter search criteria according to the CM/ECF Style Guide. Click Search.**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

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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.

ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
Party Information								
Last name	Bar Brawlers Pub, Inc.			First name				
Middle name				Generation				
SSN / ITIN	222-11-1234			Tax ID / EIN		11-2222222		
Office				Address 1				
Address 2				Address 3				
City				State				
County				Country				
Phone				Fax				
E-mail								
Role	Creditor (cr:cr)							
Party text								
Submit Cancel Clear Corporate parent / affiliate...								

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

The screenshot shows the CM/ECF 'File a Motion' interface. At the top is a navigation bar with links: 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, Assets: n, Chapter: 7 v, Judge: cag, Office: 1 (Austin), and Case Flag: DEBTED, CREDCOUN. The 'Select the Party:' section features a dropdown menu with the following options: 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 link 'Add/Create New Party' is located to the right of the dropdown. At the bottom of the section are 'Next' and 'Clear' buttons.

STEP 10 If a party was added, there will be an attorney/party association box with the box check marked. **DO NOT UNCHECK THE BOX.** In order to receive electronic notifications from CM/ECF as attorney for the party you represent, the box must be checked.

This screenshot shows the same CM/ECF 'File a Motion' interface as the previous one, but with an additional section. A red arrow points from the 'Bar Brawlers Pub, Inc., [Creditor]' option in the dropdown menu to a new section. This section contains the text: '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 text is a checkbox that is checked, followed by the text 'Bar Brawlers Pub, Inc., (cr:cr) represented by Sugarplum, Loretta A. (aty)'. At the bottom of this section are 'Next' and 'Clear' buttons.

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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.

IMPORTANT INFORMATION REGARDING LOCAL RULE 9013(B): Read the instructional message about LR9013(b) in regards to the proposed order. If you miss this step, your document may be dismissed for not complying with the local rule. Follow the steps provided for attaching a copy of your proposed order to this motion/application filing.

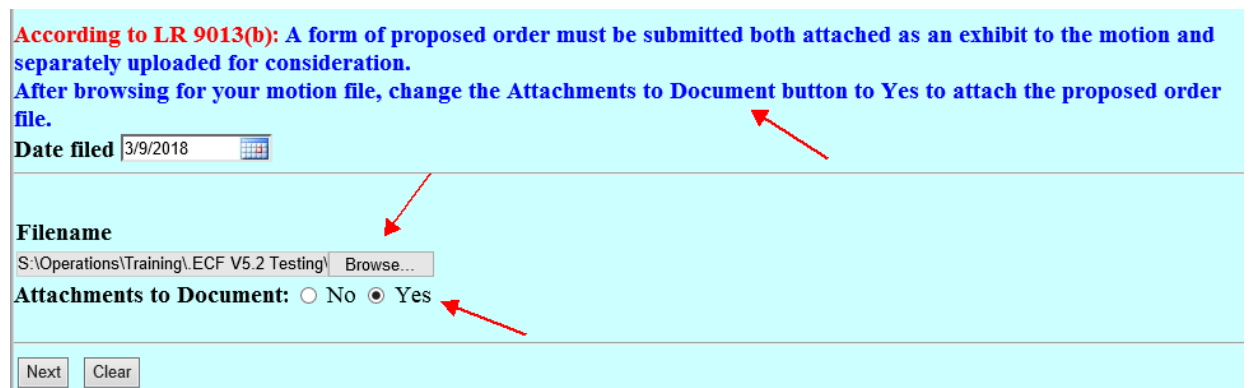
1. First upload your PDF of the motion or application
2. Change the Attachments to Document radio to “Yes”
3. Click Next to view the ECF “Attachment” page.

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.

Date filed

Filename
S:\Operations\Training\ECF V5.2 Testing\ Browse...

Attachments to Document: ☐ No ☒ Yes



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4. Follow each of the three steps presented to upload a copy of the order. If appropriate, you may also upload Exhibits or other supporting documentation then, Click Next Button.

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

C:\Order on Motion.pdf

Browse...

2) Fill in the fields below.

Category

Proposed Order

and/or

Description

3) Add the filename to the list box below. If you have more attachments, go to the Next button.

C:\Order on Motion.pdf

Add to List

Remove from List

Next

STEP 12 If you are not filing an amended Motion/Application, Click Next.

If you are filing an amended Motion/Application, the “Refer to existing event(s)?” function allows for selection the motion or application that you are amending. You must do this step to tell the Judge which document, that is already on the case docket, you are amending.

☒ Refer to existing event(s)?

Filed

to

Documents

to

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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. (Refer to the Local Rules)

Enter the correct data and click Next.

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

If Pleading Has Waiver Language, Type 30:

If Pleading Has Objection Language, Enter 14, 21, etc.

Next Clear

STEP 14 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.

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

Docket Text: Modify as Appropriate.

Next Clear

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STEP 15 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**.

The screenshot shows the 'File a Motion' screen in the CM/ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The case details are as follows:

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

Below the case details, there are three lines of red text:

- 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.

For instructions on how to make Internet Credit Card payments, click on the yellow question mark above.

Fee: \$176.00

At the bottom, there are two buttons: 'Next' and 'Clear'.

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.

The screenshot shows the 'File a Motion' screen in the CM/ECF system, displaying the final docket text. The top navigation bar is the same as in the previous screenshot. The case details are the same:

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

Below the case details, there is a section titled 'Docket Text: Final Text' with a yellow background. The text 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)

Below the docket text, there is a red text warning:

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

At the bottom, there are two buttons: 'Next' and 'Clear'.

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- 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.”

The screenshot shows the 'File a Motion' screen in the CM/ECF system. A modal window titled 'Summary of current charges' is displayed, showing a table of charges. Below the table, there are two buttons: 'Pay Now' and 'Continue Filing'. A red arrow points to the 'Continue Filing' button. The background screen shows case details for '13-10001-cag Josh Broin' and a docket text entry for 'Motion for Relief from Stay (14 Day Objectio...'.

Date Incurred	Description	Amount
2013-01-28 16:14:01	Motion Relief from Stay(13-10001-cag) [motion.mrfstty] (176.00)	\$ 176.00
		Total: \$ 176.00

Buttons:

- STEP 19** 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.
- You will need your document number to upload the order to the appropriate Judge.

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

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

Please note the document number and click following link to upload the proposed order.

[Upload Order](#)

U.S. Bankruptcy Court
Western District of Texas

Notice of Electronic Filing

The following transaction was received from Loretta A. Sugarplum entered on 1/28/2013 at 4:14 PM CST and filed on 1/28/2013

Case Name: Josh Brolin

Case Number: [13-10001-cag](#)

Document Number: [17](#)

Docket 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)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:motion.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=988230274 [Date=1/28/2013] [FileNumber=195621-0]
[04942dac6c3c3e07e3b1ad643ec4fa7f704e0918baee5979f798f7fed4ce16ca0195b
e02dfc202f088bdf652632947a50260e8c82a6032673b2216cfb66af9d6]]

13-10001-cag Notice will be electronically mailed to:

Loretta A. Sugarplum on behalf of Creditor Bar Brawlers Pub, Inc.
tina_warren@txwb.uscourts.gov