

Motion Filing

This procedure explains how to docket and file a motion with the Court using CM/ECF. The example illustrated is a Motion to Avoid Lien.

- STEP 1** Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1)

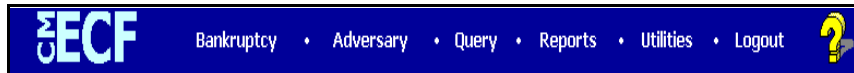


Figure 1

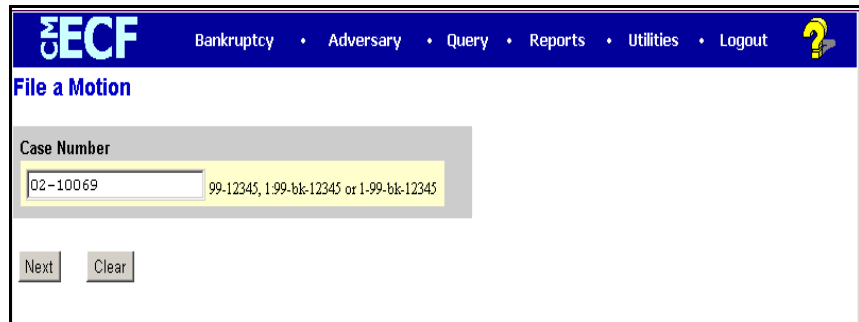
- STEP 2** The Bankruptcy Events screen will display. (See Figure 2)



Figure 2

- ◆ Click on the [Motions/Applications](#) hyperlink.

STEP 3 The Case Number screen displays. (See Figure 3)

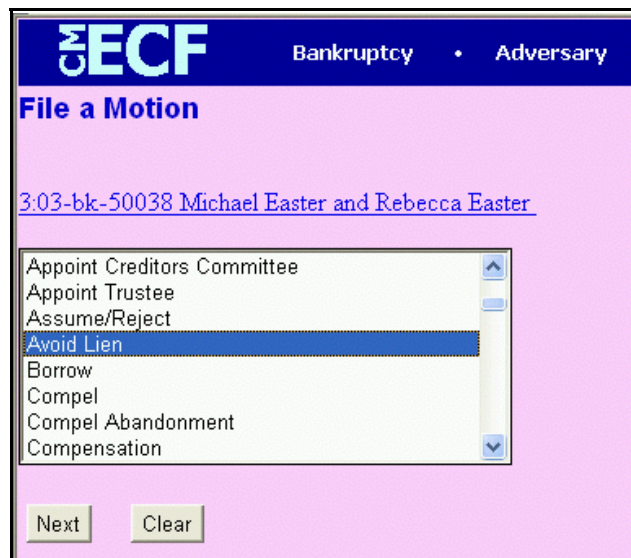


The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. Below the navigation bar, the title 'File a Motion' is displayed. The main content area features a 'Case Number' label above a text input field containing '02-10069'. To the right of the input field is a dropdown menu with the text '99-12345, 199-bk-12345 or 1-99-bk-12345'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click [NEXT].

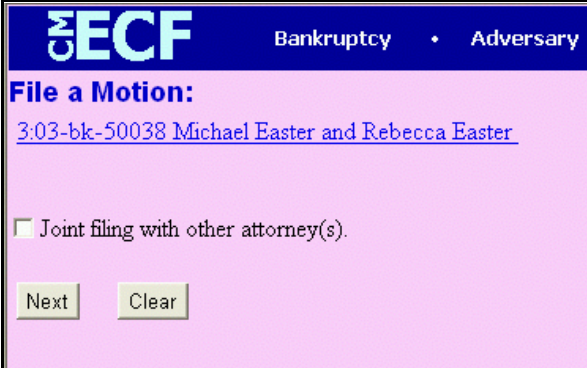
STEP 4 The Motion Events screen displays next. (See Figure 4)



The screenshot shows the ECF 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy' and 'Adversary' links. Below the navigation bar, the title 'File a Motion' is displayed. The main content area features a case number and name: '3:03-bk-50038 Michael Easter and Rebecca Easter'. Below this, there is a dropdown menu with the following options: 'Appoint Creditors Committee', 'Appoint Trustee', 'Assume/Reject', 'Avoid Lien' (which is highlighted in blue), 'Borrow', 'Compel', 'Compel Abandonment', and 'Compensation'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 4

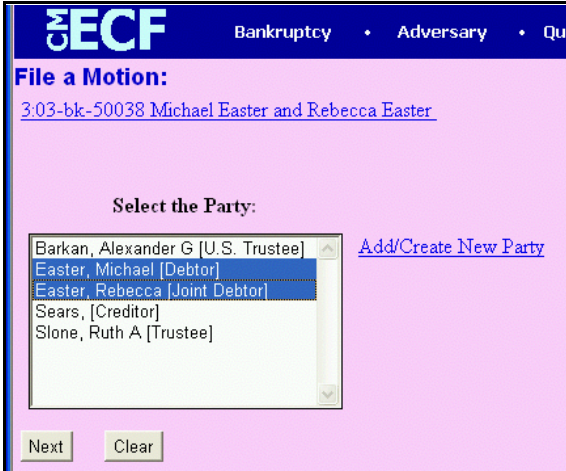
- ◆ Click to highlight Avoid Lien.
- ◆ Click [NEXT].

STEP 5 The Joint Filing Screen displays. (See Figure 5)**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing. For this example, do not check the box.

If this were a joint filing with another attorney(s), you would check the box and after selecting **[NEXT]** you would be presented with a list of attorneys on the case to select as joint filers.

- ◆ Click **[NEXT]**.

STEP 6 The Select Party screen displays. (See Figure 6)**Figure 6**

- ◆ Since the debtors are filing this motion, highlight them both to select them.
- ◆ Click **[NEXT]**.

STEP 7 The PDF Document Selection screen displays. (See Figure 7)

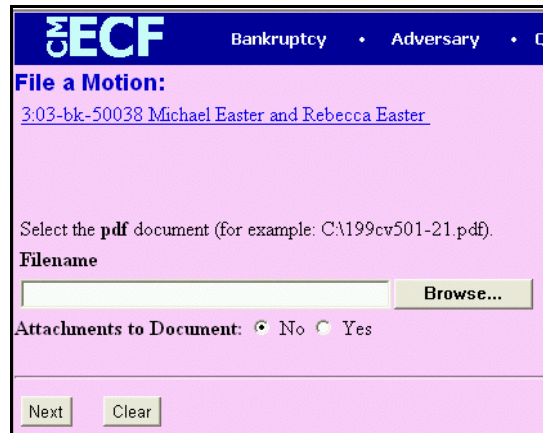


Figure 7

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 7a)

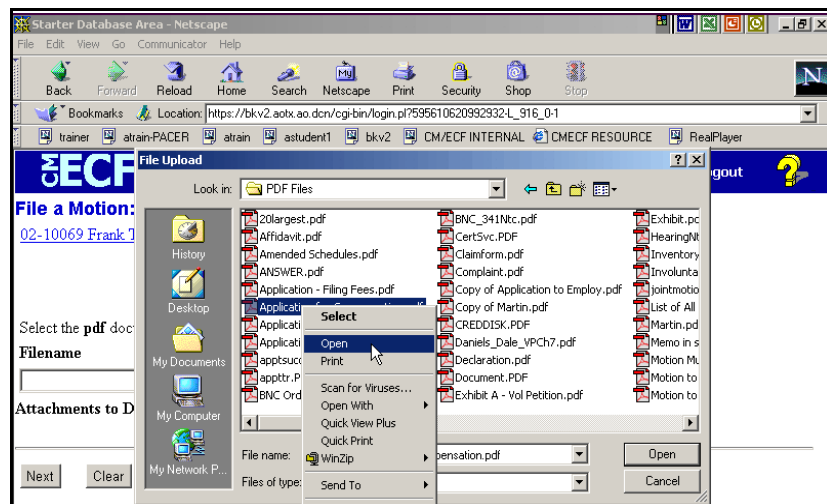


Figure 7a

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application if that is the correct file; click **[OPEN]** on the File Upload dialogue box. (See Figure 7b)

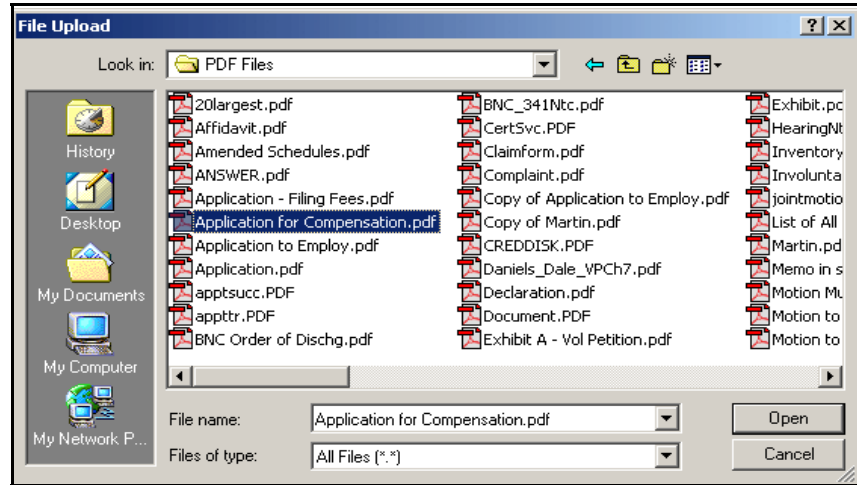


Figure 7b

- ◆ The PDF Document Selection screen will now show the pathway to the PDF file. (See Figure 7c)

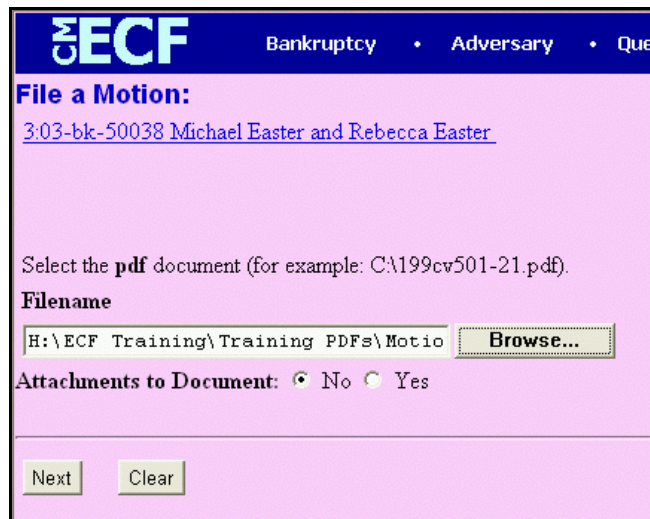


Figure 7c

- ◆ Click **[NEXT]**.

- STEP 8** You will now be prompted to enter the name of the Lienholder.
(See Figure 8)

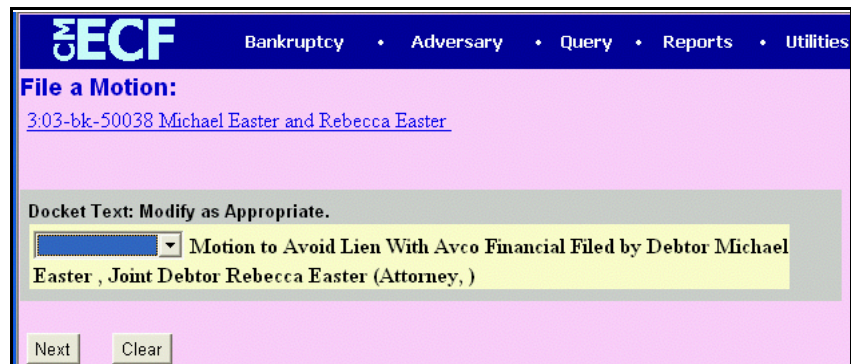


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for 'Bankruptcy' and 'Adversa'. Below this, the page title is 'File a Motion: 3:03-bk-50038 Michael Easter and Rebecca Easter'. The main content area has a text input field labeled 'Enter Lienholder Name' with the text 'Avco Financial' entered. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 8

- ◆ Type the name of the lienholder in the prompt box.
- ◆ Click [NEXT].

- STEP 9** The Modify Docket Text screen displays. (See Figure 9)



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below this, the page title is 'File a Motion: 3:03-bk-50038 Michael Easter and Rebecca Easter'. The main content area has a section titled 'Docket Text: Modify as Appropriate.' with a drop-down menu to the left. The text 'Motion to Avoid Lien With Avco Financial Filed by Debtor Michael Easter, Joint Debtor Rebecca Easter (Attorney,)' is displayed in a yellow highlight. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 9

- ◆ If appropriate, select a prefix from the drop-down box. When the docket text is correct, click [Next] to continue.

STEP 10 The Final Text Editing screen displays. (See Figure 10)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the header, the page title is 'File a Motion:' followed by a link to '3:03-bk-50038 Michael Easter and Rebecca Easter'. A highlighted yellow box contains the docket text: 'Docket Text: Final Text' and 'Motion to Avoid Lien With Avco Financial Filed by Debtor Michael Easter, Joint Debtor Rebecca Easter (Attorney,)'. Below this, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are two buttons: 'Next' and 'Clear'.

Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 11 The Notice of Electronic Filing screen displays. (See Figure 11)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is 'File a Motion:' followed by a link to '3:03-bk-50038 Michael Easter and Rebecca Easter'. The main content area is white and contains the following text: 'U.S. Bankruptcy Court', 'Southern District of Ohio', 'Notice of Electronic Filing', and 'The following transaction was received from Attorney, entered on 9/29/2003 at 5:02 PM EDT and filed on 9/29/2003'. Below this, the case details are listed: 'Case Name: Michael Easter and Rebecca Easter', 'Case Number: 3:03-bk-50038', and 'Document Number: 20'. At the bottom, the docket text is displayed: 'Docket Text: Motion to Avoid Lien With Avco Financial Filed by Debtor Michael Easter, Joint Debtor Rebecca Easter (Attorney'.

Figure 11

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the PACER login screen.
- ◆ To print a copy of this receipt, click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.