
MOTION TO EXTEND TIME**DOCKETING**

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu (See Figure 1)

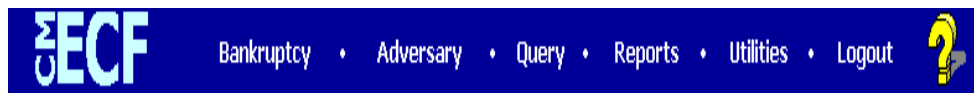


Figure 1

STEP 2 The **Bankruptcy Events** screen displays.

- Click the **Motions/Applications** hyperlink

STEP 3 Enter case number; including the hyphen (YY-NNNNN) Click [NEXT]

STEP 4 Select **Extend Time** event; click [NEXT]

- **Tip:** Typing the 1st letter of the name of the motion/application will bring you to that place in the list. For example, typing “e” brings you to all the motion/applications that begin with the letter “e”.

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

- TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 The **PARTY/FILER** screen displays.

- Select the filer from the list by clicking on the name. (Skip to **STEP 11** if the party is listed.)
- If the filer is not listed, click the **Add/Create New Party** hyperlink and complete **STEP 7 - STEP 11**.

STEP 7 The **SEARCH FOR A PARTY** screen displays.

- Enter the last name of the party.
- Click the [**Search**] button.

STEP 8 The **PARTY SEARCH** results screen displays.

- Select the party's name from the list. Name and address box pops up. Close it and click [**SELECT**] from the list.
- If the party is not listed, click the [**Create New Party**] button.

STEP 9 The **PARTY INFORMATION** screen displays.

- Enter the party information.
- Role type must entered**
- Click the [**Submit**] button.

STEP 10 The **PARTY SELECTION** screen displays again.

- The added party's name should be highlighted. If it is not, click on the name to highlight it.
- Click the [**Next**] button.

STEP 11 A **PARTY/ATTORNEY ASSOCIATION** screen displays

- Click the check mark box to associate with the party, if appropriate.
- Click the [**Next**] button.

STEP 12 The **CERTIFICATE OF SERVICE** screen displays

- If the certificate of service is attached to the Motion, insert a "y" in the text box.

- TIP - Always use lowercase letters to complete this field. Uppercase letters will be interpreted as a No, and a deadline for the certificate of service will be set.*
- If the certificate of service is not attached to the Motion, insert an “n” in the text box.

A warning screen appears:

The Certificate of service must be filed within the two (2) day deadline or the Court will sua sponte Order that the request for relief be DENIED or the document STRICKEN as appropriate.

- Next, a **48 Hour Deadline will be set for the filing of the Certificate of Service (COS)**. No other notice will be sent and failure to file the COS within the 48 hours will result in the Motion being denied.

STEP 13 Case # Verification Screen Displays - click [NEXT]

STEP 14 The **PDF DOCUMENT SELECTION** screen displays

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.
- To verify that this is the appropriate document, highlight the document name.
 - Right Click with your mouse.
 - Select **open** to view the imaged document.
 - Click **X** in the upper-right corner to exit to image.
 - If correct, double-click the PDF file to select it.
- Click [NEXT]

STEP 15 Enter the following: **Date Requested/To Do What?**

STEP 16 Select the event to which your motion relates. Click [NEXT]

STEP 17 Case # Verification Screen Displays; Click [NEXT]

STEP 18 **FINAL** Docket text screen appears. Verify Accuracy. If changes need to be made, use **Back Button**. When satisfied, click [NEXT]

SAMPLE DOCKET TEXT

Motion to Extend Time until 11/10/2006 to file objection Filed by Debtor Phil Collins (related document(s) [10] Motion for Relief From Stay filed by Creditor Citizens Bank of RI). If this is an Emergency Motion, the Objection deadline will not apply and a new deadline will be set by the Court. See Local Bankruptcy Rule 9013-2(e)(3). (Batty, Kristen)

STEP 19 Notice of Electronic Filing displays