
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.

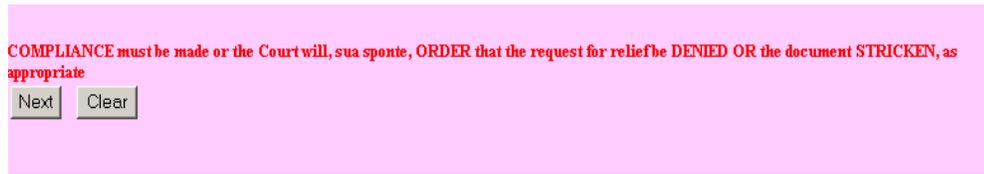
STEP 13 The **CERTIFICATE OF SERVICE** screen displays

' 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:



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 14 Enter Date Requested

STEP 15 To do What? Fill in the box with the purpose of your motion. Click [NEXT]

STEP 12 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 13 Click on the box **Refer to existing event(s)**; if applicable. **If motion does not refer to existing event, skip to STEP 15.** Click [NEXT]

- STEP 14** Select the category to which your event relates.
- ' Click and hold while you drag your mouse down the list in order to choose all categories; Click [NEXT]
 - ' Select the appropriate EVENT which the Motion to Extend Time relates to.
- STEP 15** INITIAL docket text appears; review for accuracy, make a selection from the drop down box, if applicable; click [NEXT]

SAMPLE DOCKET TEXT

Motion to Extend Time untl 8/25/03 to file objection Filed by Trustee John Doe (related document(s)[14] Motion to Remove Creditor, filed by Debtor, Jane Doe). (Batty, Kristen)

- STEP 16** FINAL Docket text screen appears. Verify Accuracy. If need to change, use **Back Button**. When satisfied, click [NEXT].
- STEP 17** Notice of Electronic Filing displays