

Writ Request

This lesson explains how to docket a Request for Issuance of a Writ of Execution. Court and Attorney follow-up actions are included at the end of these instructions.

STEP 1: Click the [Bankruptcy](#) hyperlink on the ECF main menu. (See Figure 1).



Figure 1

STEP 2: Select [Other](#) from the list of categories.

STEP 3: The **CASE NUMBER** screen displays.

- ' Enter the case number using the YY-NNNN format.
- ' Click the **[NEXT]** button.

STEP 4: The **EVENT SELECTION** screen displays.

- ' Scroll to **Writ Request** or type an **W** to move down the list faster.
- ' Click the **[NEXT]** button.

STEP 5: The **Joint Filing Box** displays.

- Bypass this screen by clicking **[NEXT]**.

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: The **Attorney-Party Association** screen displays

' Create this association by checking the box; click [**NEXT**].

STEP 12: The **PDF ATTACHMENT** screen displays.

' Locate and attach the PDF imaged document.
' Click the [**NEXT**] button.

STEP 13: The **DOCKET TEXT** screen displays; edit if necessary.

STEP 14: The **FINAL TEXT** screen displays.

Review the docket text. This is your last opportunity to make changes.

SAMPLE DOCKET TEXT

**Writ Request Filed by Creditor Fleet Bank New York, N.A.
(Kelleher, Gail) (Entered: 10/28/2003)**

- Click [**Back**] on the browser toolbar to make changes, if necessary.
- When no changes are necessary, click the [**NEXT**] button to proceed.

STEP 15: The **NOTICE OF ELECTRONIC FILING** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
 - To print a copy of the notice, click the browser [**Print**] icon.
 - To save a copy of the receipt, click [**File**] on the browser menu bar and select **Save Frame As**.
 - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML

NOTE: This docket entry will be reviewed by the Clerk's Office on the next business day. The Clerk's Office will then docket the **WRIT ISSUED** event; the completed writ in .pdf format will be emailed to the person who filed the Writ Request so that it may be served.

ATTORNEY FOLLOW-UP ACTION

After receiving and serving the completed Writ of Execution, docket the **WRIT SERVICE** event located under the [Other](#) category.