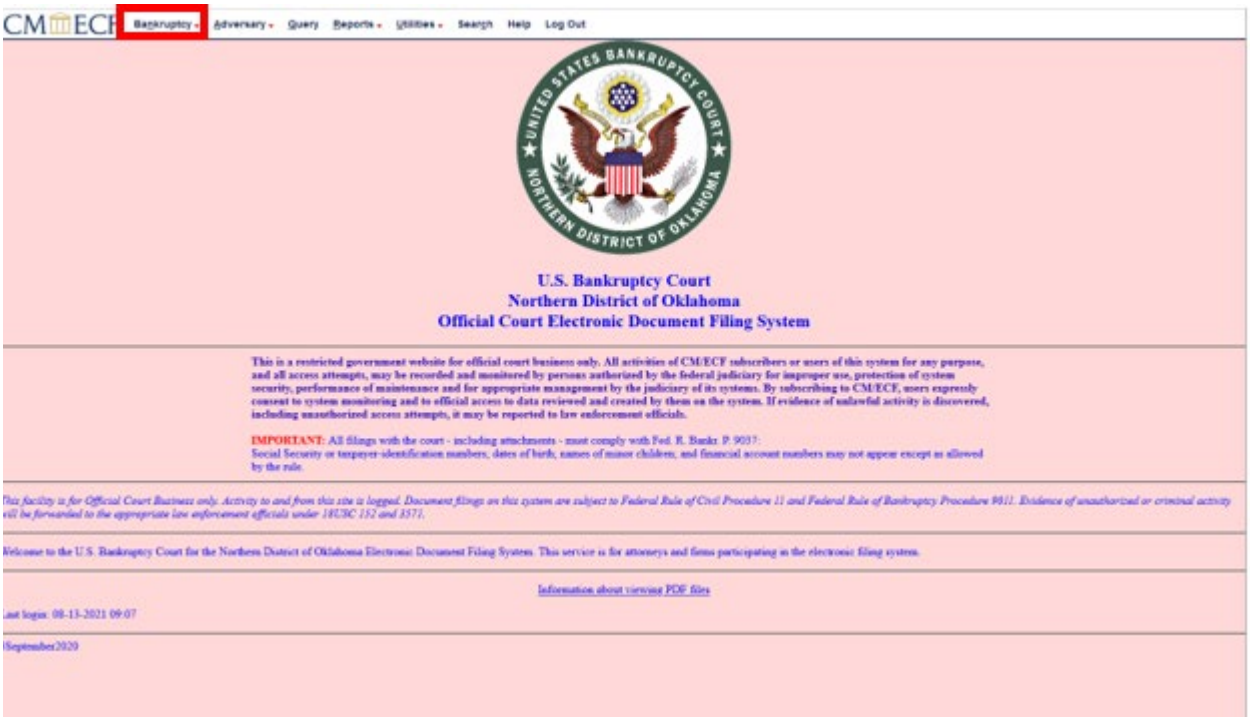
Filing a Motion and Multi-Part Motion

This will go over the screens of how to file a Motion and Multi-Part Motion. Prior to starting the action, you will need to verify any information that needs to be redacted is redacted in your word document of the Motion and Multi-Part Motion. Then please print your Motion and Multi-Part Motion document into PDF format (which flattens the document). NOTE: Do not just save the word document as a PDF because that does not flatten the document and may allow for editing to occur.

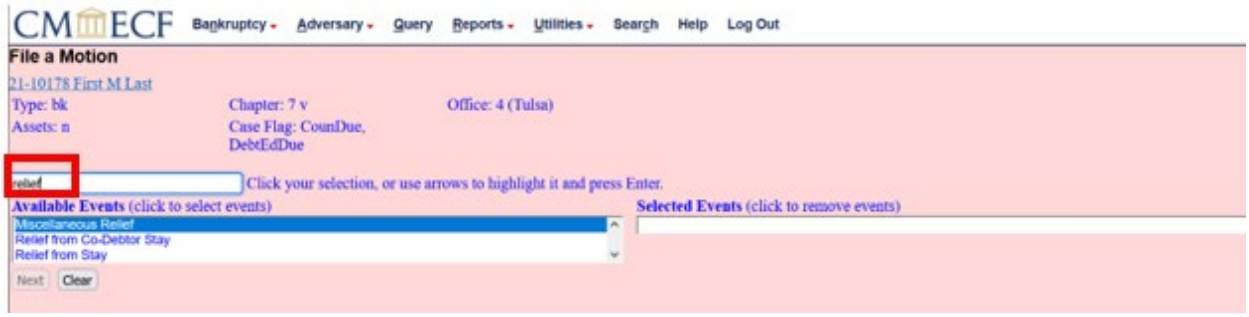
1. Click on **Bankruptcy**.



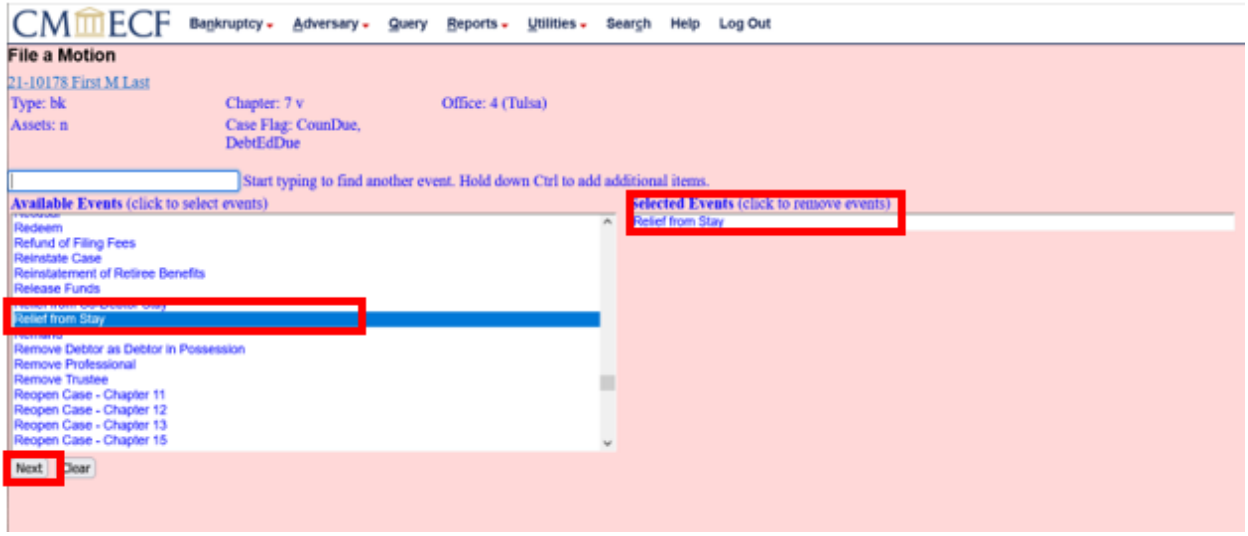
2. To file a Motion for Relief and Motion for Stay, click on **Motions/Applications**.

3. Enter the case number that the Motion will be docketed in, and then click **Next**.

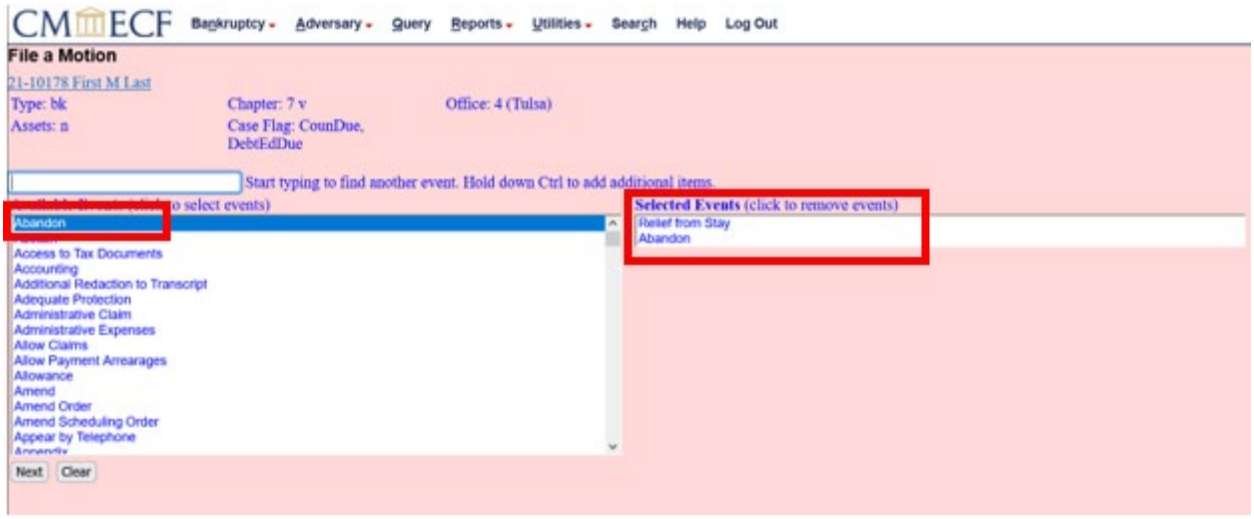
4. The next two sets of screenshots show the different options for selecting an event: You can search for a key word such as **relief**, which is a key word in our pleading. Any events with the word relief will appear. The **Relief from Stay** is the third event that was found. Please select the **Relief from Stay** and it will put this information to the right under **Selected Events**.



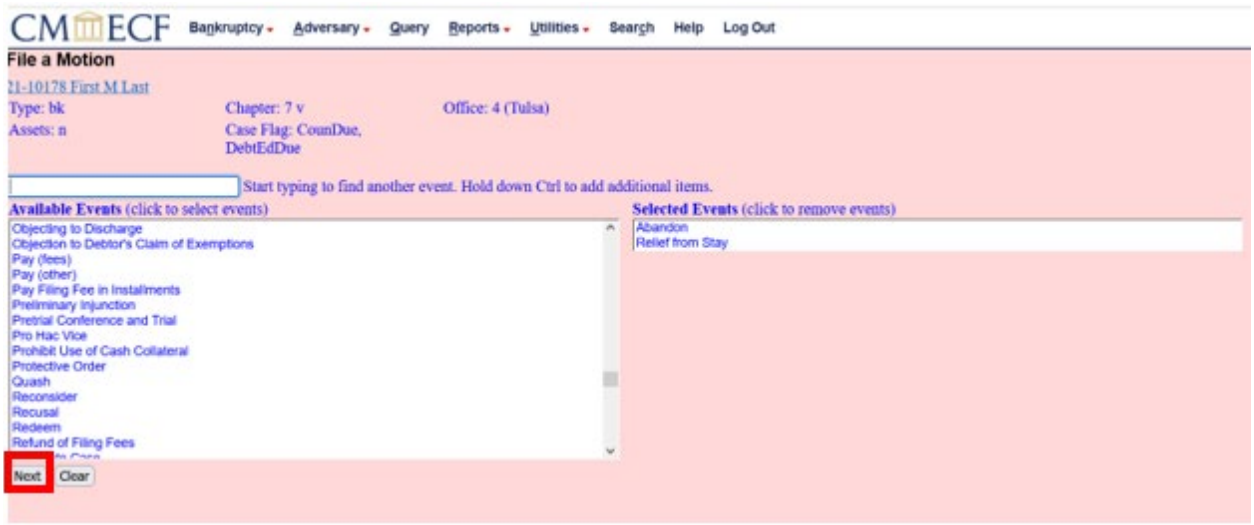
5. After selecting Relief from Stay, it will show in the **Selected Events** box to the right. You are ready to add a second motion, which is why it is called a Multi-Part Motion. You are able to select the second type of request for relief. In this case, we want to add a Motion to Abandon. The system wants us to either search for a new event or proceed with the selected event by clicking enter. You can use the **scroll bar** to take you to the top of the list to review for the Motion options in alphabetical order.



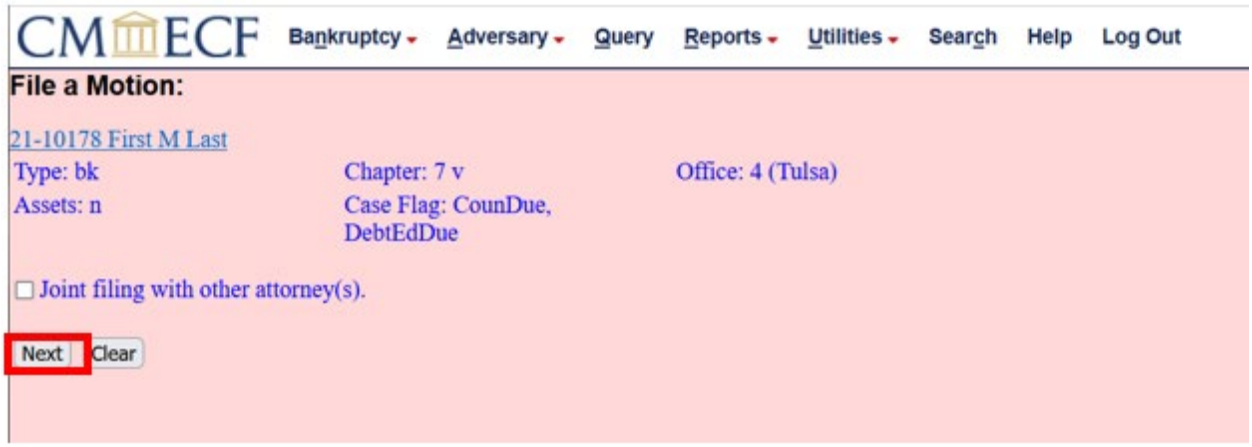
6. You see Abandon at the top of the list, which is the event we are looking for. To add the event to the one you already selected (Relief from Stay), hold down the **Control button** while selecting the event. You have now selected Relief from Stay and Abandon for your pleading. The Selected Events box on the right will reflect both motions.



7. There are no other events to add. Click on **Next**.



8. This screen asks if you are filing jointly with other attorney(s). In this scenario we are not, so click **Next**. If you are filing jointly, select the box prior to clicking **Next**.

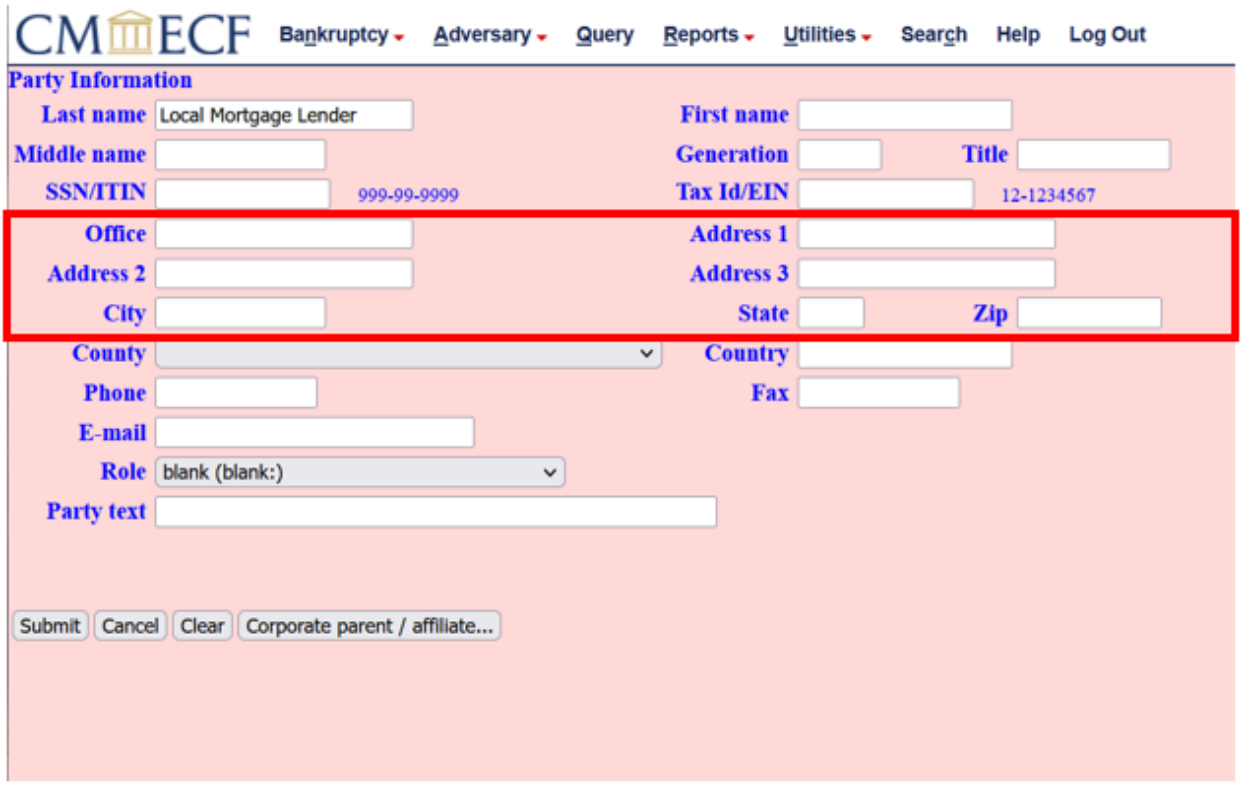


9. The next set of screen shots show how to select or create a party:
You now need to select a party. The system shows a list of parties currently associated with this case. If your client is listed, you will select them from the list and click **Next**. Our party is not listed on this case, so we will need to **Add/Create New Party**.

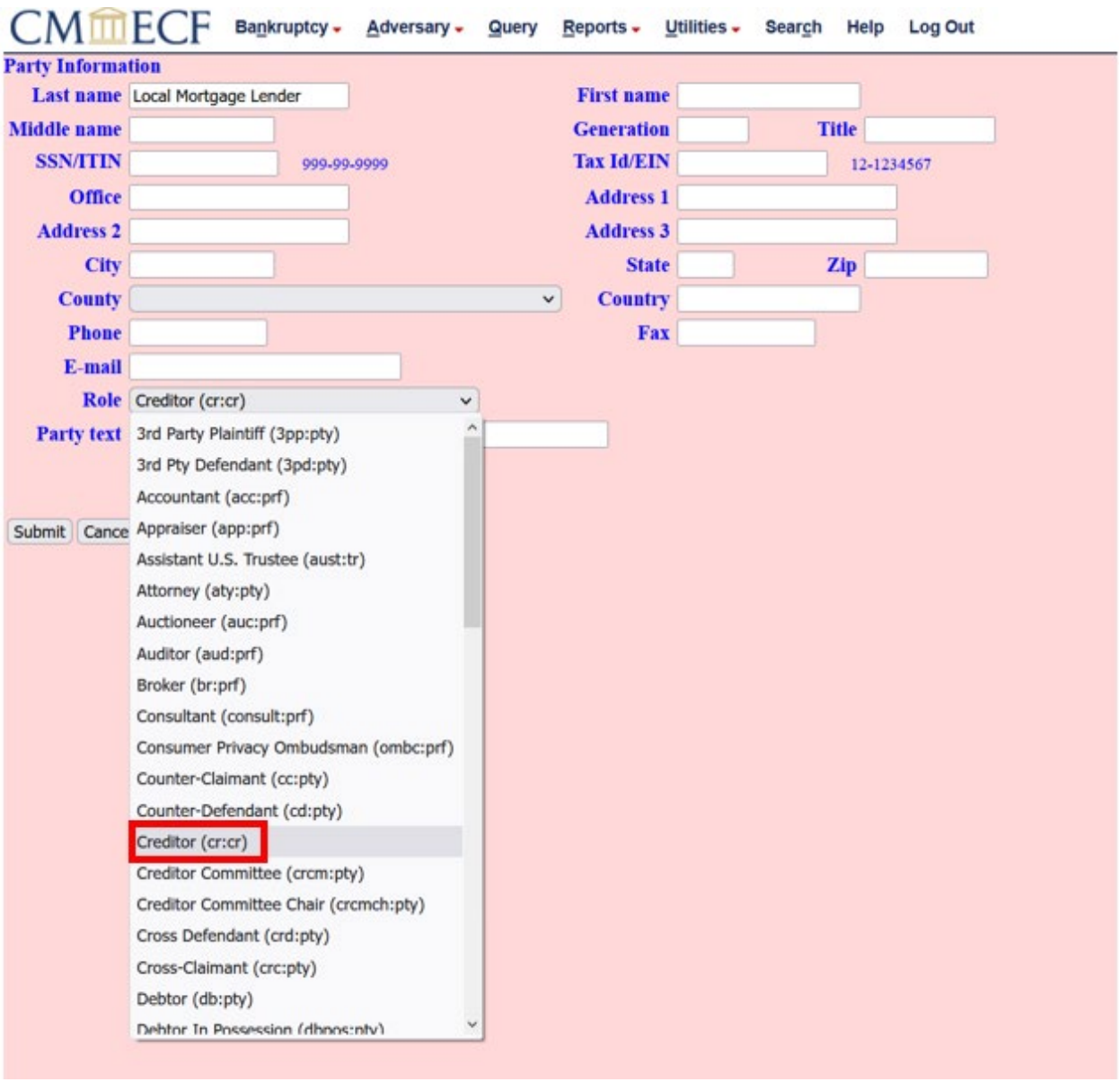
10. You will now enter the name of your client. After you enter the **Last/Business name**, click **Search**.

11. They system has found no party in the database under that name, so you will need to create them as a new party. Click **Create new party**.

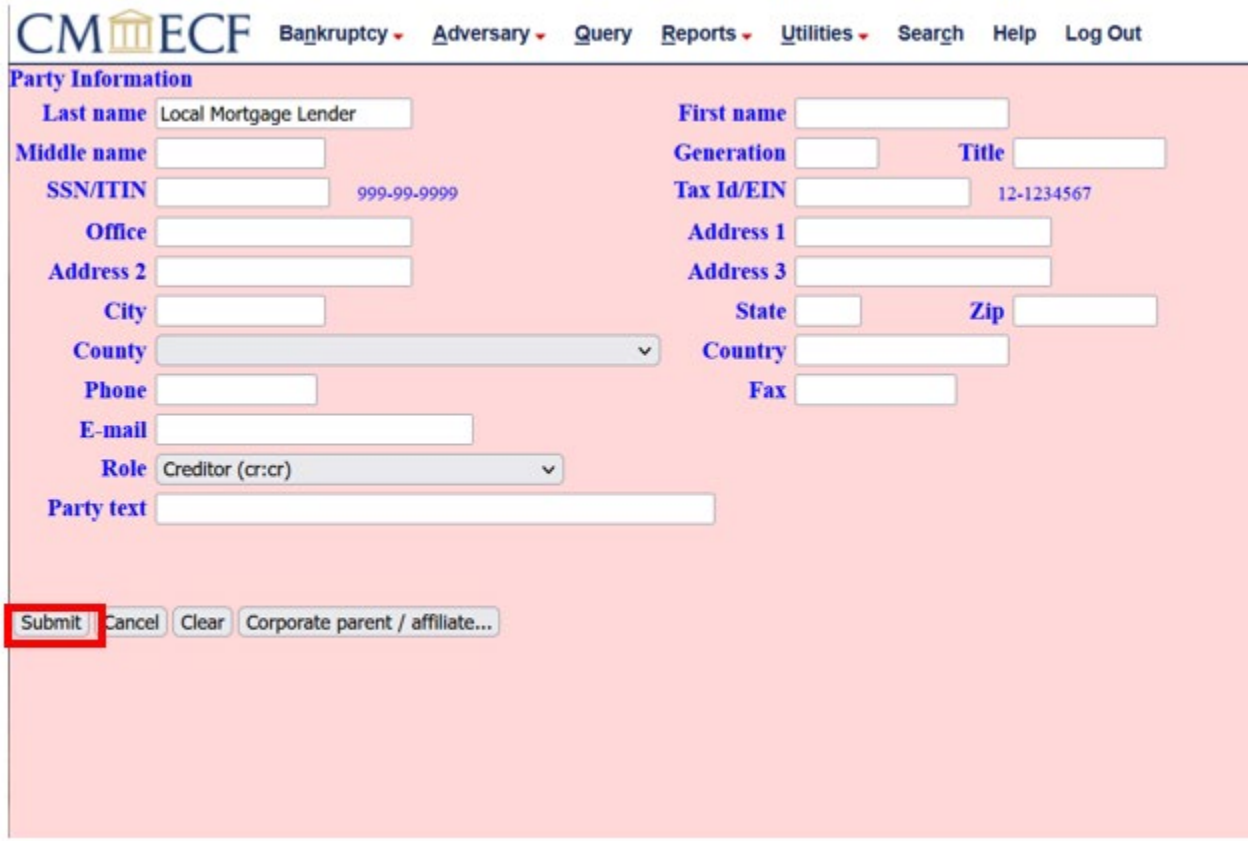
12. The system will retain your search and automatically place what you searched in the appropriate box. The **Last name** is used for a last name or names of companies. At this point, you could enter the address of the party but since you are entering an appearance for this party, you want notices to go to you as their attorney. You will leave the address information blank, so any electronic notices are sent to you as their attorney and notices that are required to be mailed are sent to your address. You do want to assign a role to the party, so click the down arrow by the **Role** box. Role types are predefined in the CM/ECF system.



13. In the CM/ECF system, roles are predefined. In this case Local Mortgage Lender is a creditor, so you will select **Creditor (cr:cr)**.



14. The information has now been completed for the party on this case. You may now click on **Submit**.

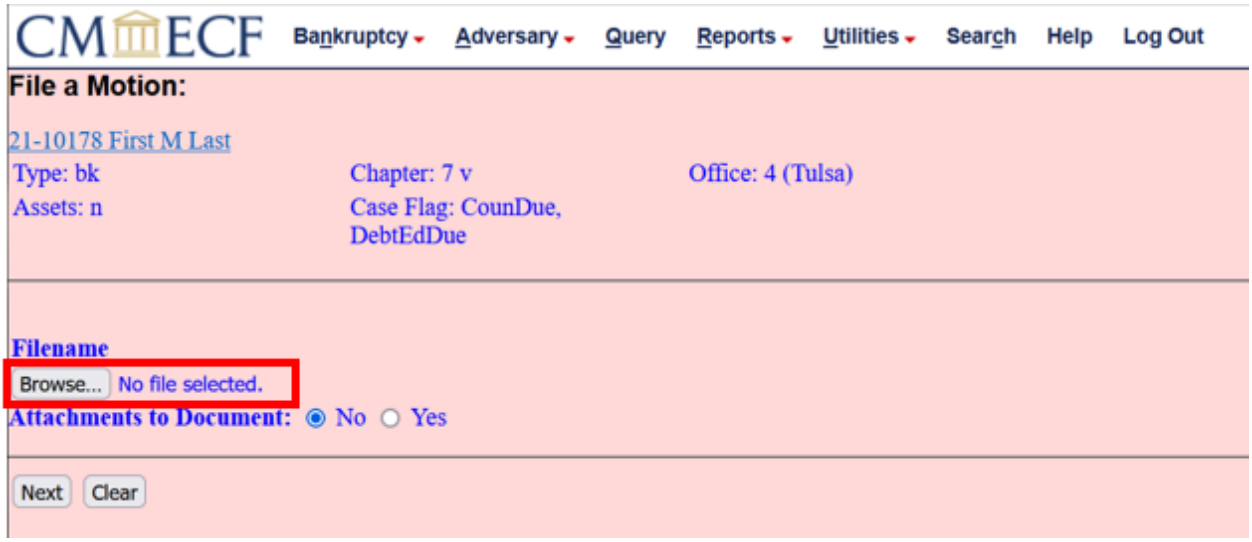


15. After clicking submit, you are returned to the Select a Party: screen where you client is now listed as a party to the case. Click on **Next** to continue.

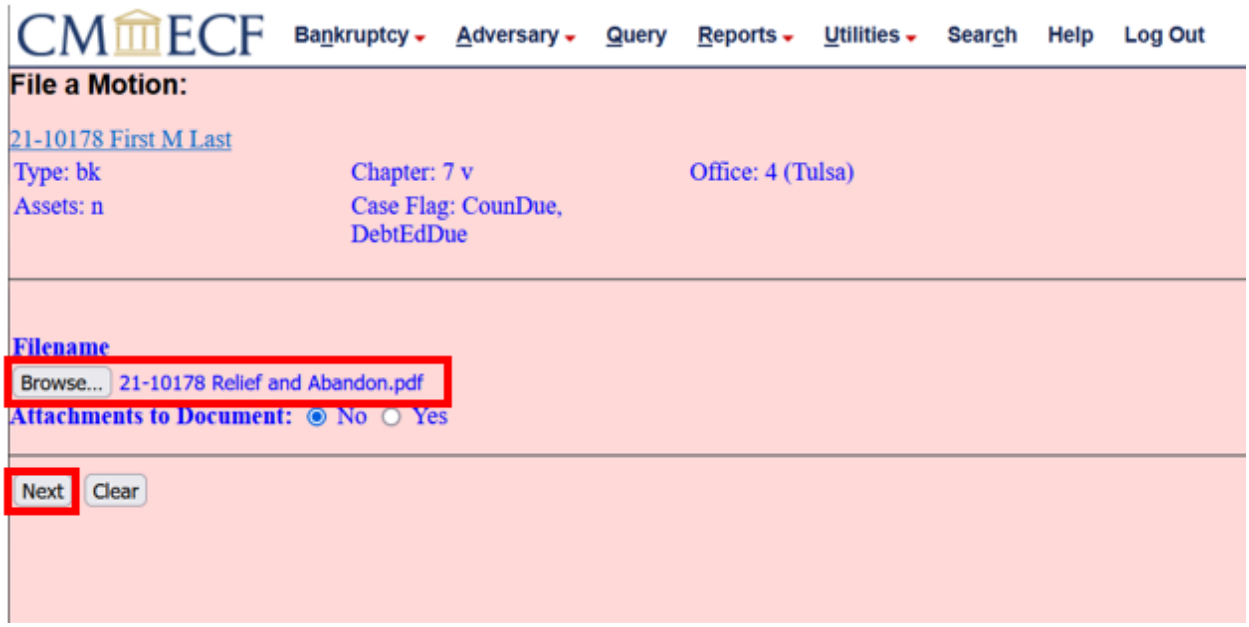
16. The system is now warning that you are not associated to this party in the database. This is a very important step because if you aren't associated in the system, you will not receive proper notice. Please make sure this box is always checked when filing items on behalf of your client. If everything appears accurate, click on **Next**.

17. These next two screens show what it looks like before you select the document and after you select the document.

    At this point you are ready to browse to find the document you created and saved as a .PDF file. Click on **Browse…** Navigate to the folder where you saved your Relief from Stay and Abandon as a .PDF. Select the document to upload. Verify that it is the document you want to upload by right clicking the document and viewing the document before it is upload.



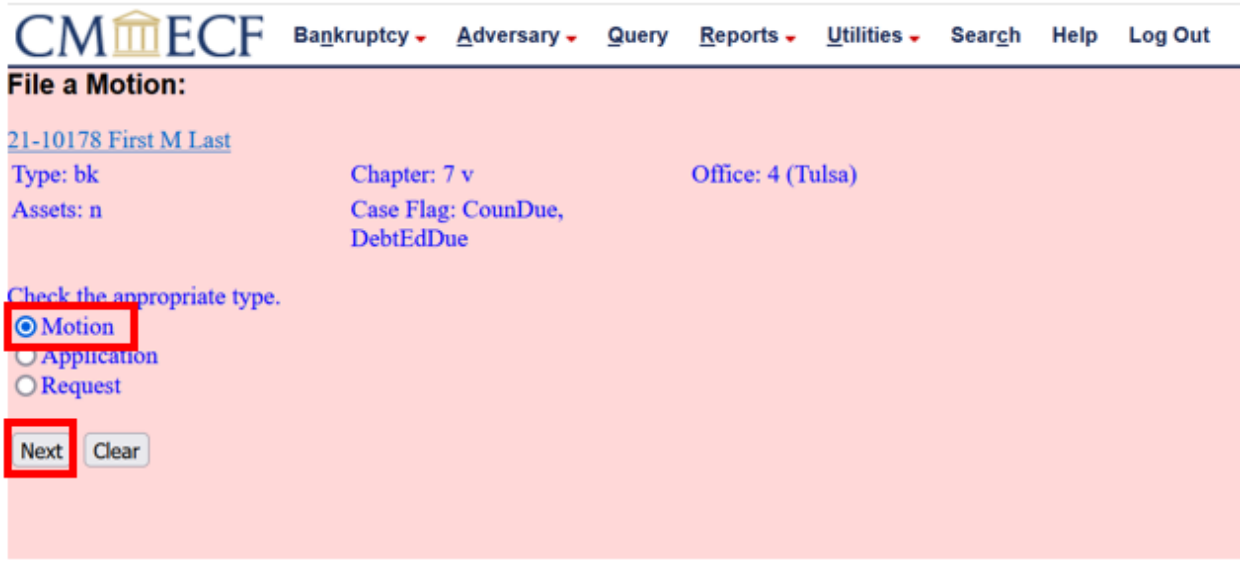
18. After selecting the appropriate document and clicking Open, you will see the document's name. Click **Next**.



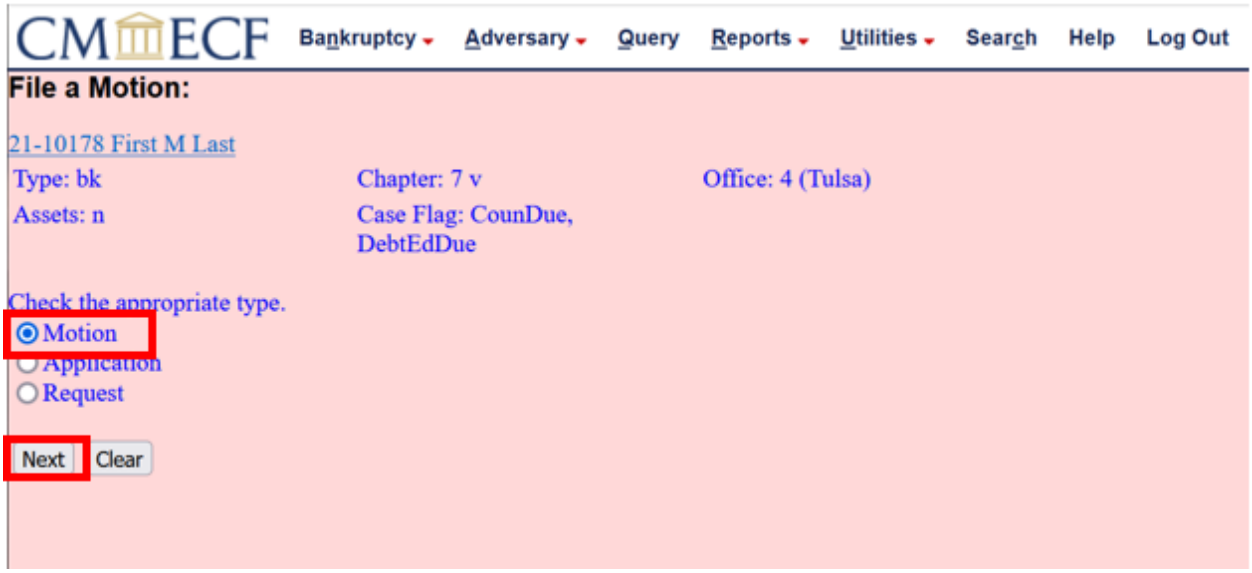
19. There is a fee of $188 to file a Motion for Relief from Stay, and a fee of $188 to file a Motion for Abandonment. If you are combining these motions as one, only one fee needs to be paid. The system is now letting you know you can zero out the fee for the second charge.

20. Delete the **188** and enter **0.00** from the second fee. Then click **Next**.

21. You are now asked what label you like to add to the current event, Relief from Stay. It is titled as a Motion, so we are going to leave it and click **Next**.



22. You are now asked what label you like to add to the current event, Abandon. It is titled as a Motion, so we are going to leave it and click **Next**.



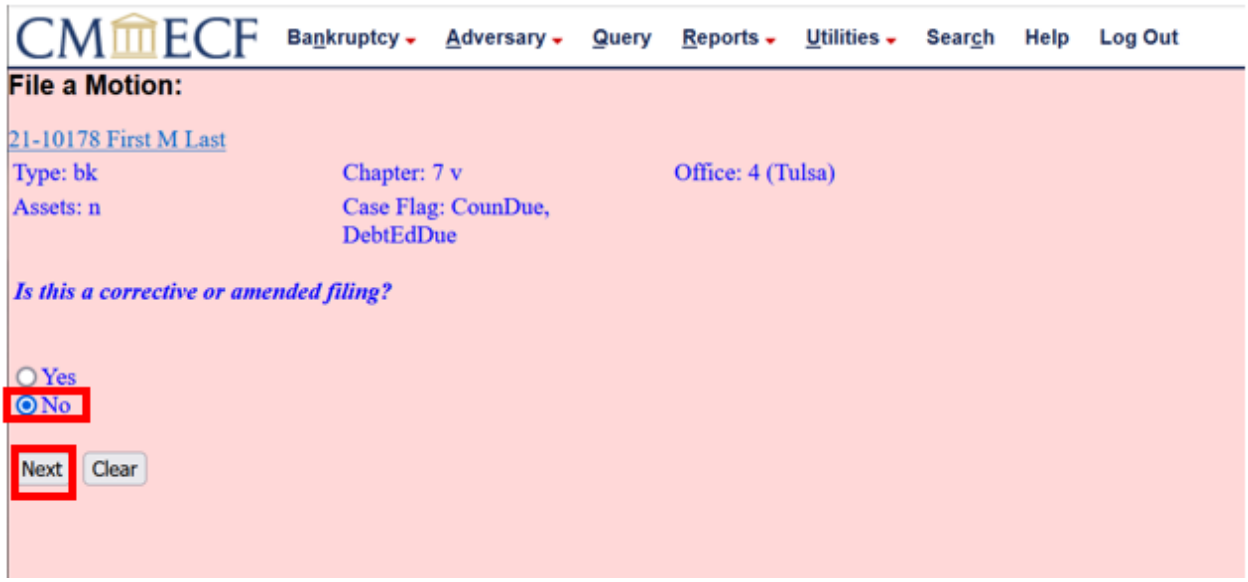
23. You are now asked if your Motion includes a Notice of Opportunity for Hearing. For more information on the Notice of Opportunity, please see Local Rule 9013-1 (https://www.oknb.uscourts.gov/court-info/local-rules-and-orders). If this Motion is filed with a Notice of Opportunity, you will need to type in the number of days in the text box.

24. For demonstration purposes, we are going to enter **14** into the text box. Once that has been entered, click on **Next**.

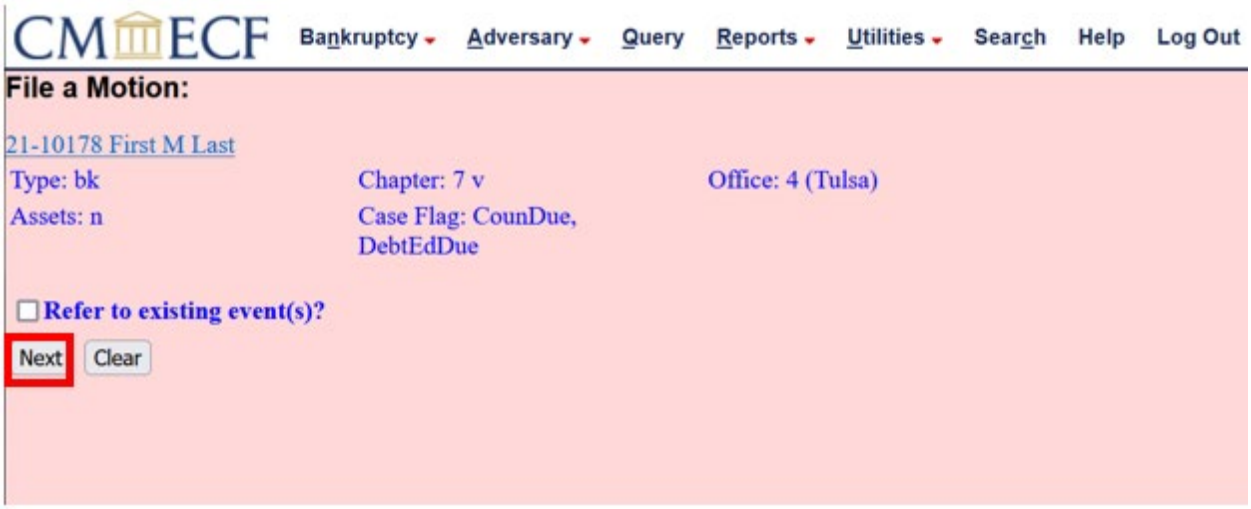
25. The system is now asking if our file contains a Certificate of Service, Request for EXPEDITED Hearing, or Corporate Ownership Statement.

26. Our file contains a **Certificate of Service**. Once you have selected the box, click **Next**.

27. You are now being asked if this is a corrected or amended filing, which it is not. We will leave the default set to **No** and click **Next**.

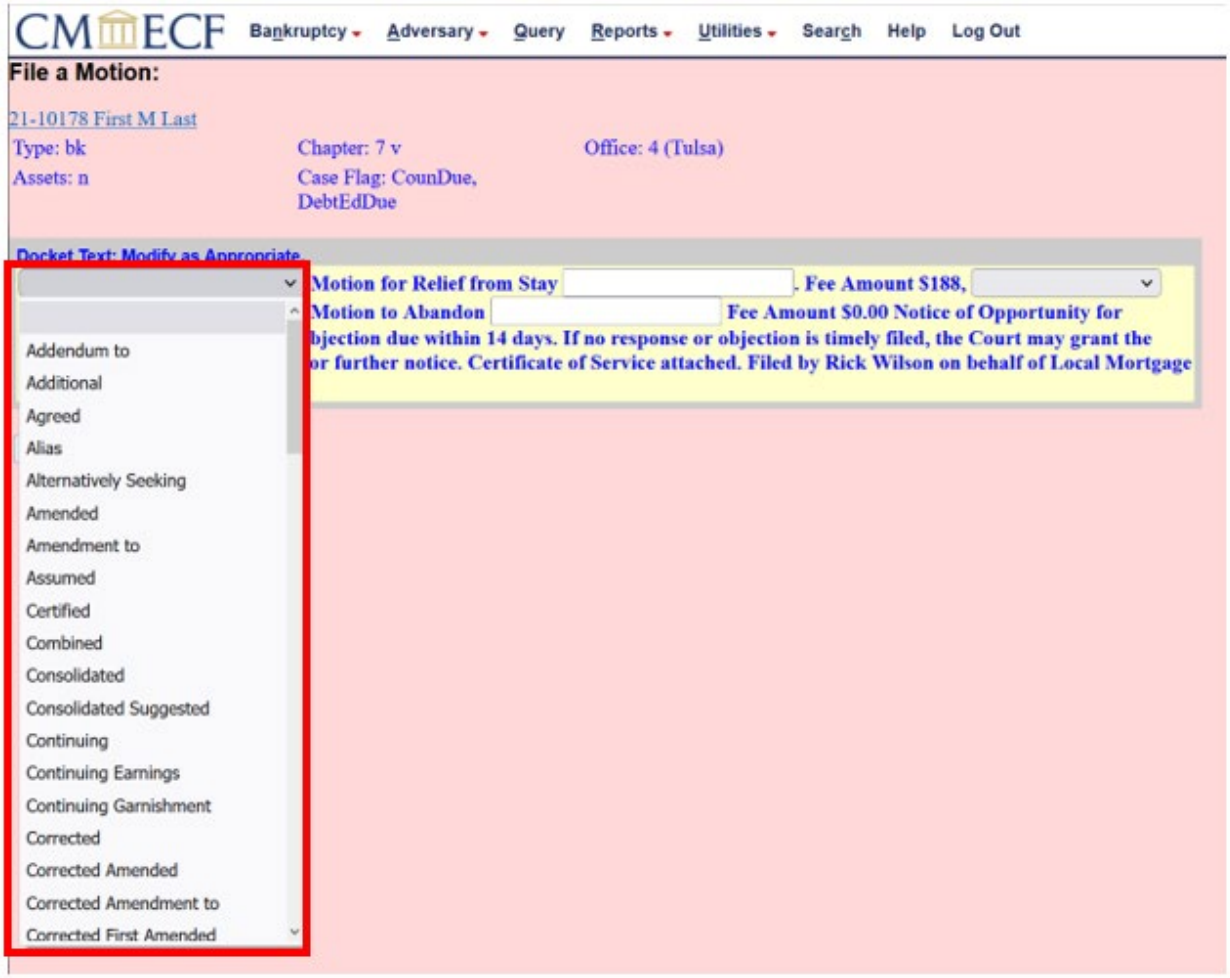


28. The system is now asking if we want to refer this filing to another filing currently on the case. This is an original motion and does not need to be related to any other filing on the case. Click on **Next** to continue.



29. The text for our docket entry now appears. We are now able to do a few modifications to the text. To start off with, let's go through the text we currently have and then focus on the modifications. First, we see we are filing a Motion for Relief from Stay with a fee of $188.00 due. We next see a Motion to Abandon with a fee of $0.00. Because we have indicated we have a Notice of Opportunity for Hearing and objections are due within 14 days, that also appears in our docket text. We also indicated we included a Certificate of Service, so that text also appears. You also see that the attorney (Rick Wilson) filed this on behalf of his client (Local Mortgage Lender).

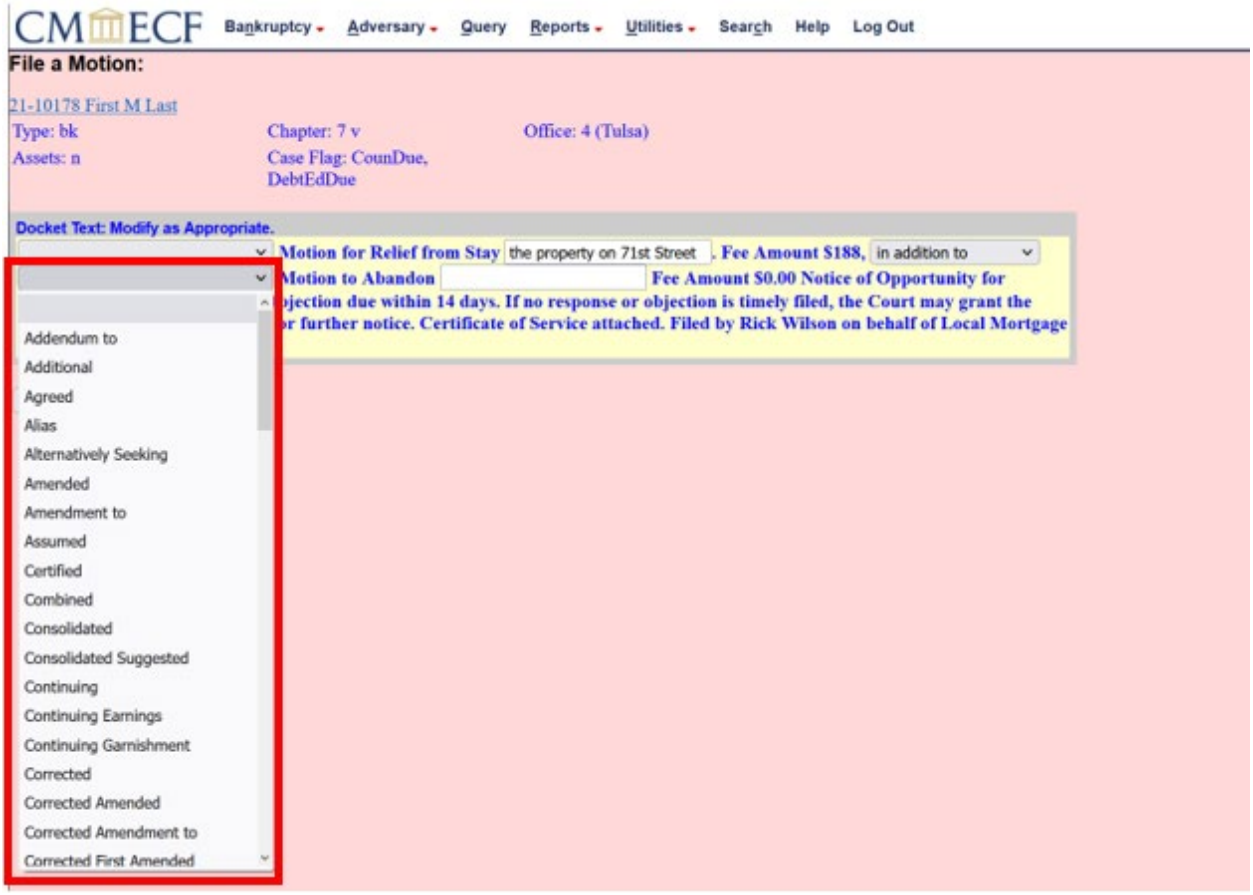
30. Let's go back to the top to see if we want to add any additional information. The first box is a drop-down box that contains a predefined list of words created by the Court to further summarize what you are filing. This box is for the Motion for Relief from Stay. You can click on the down arrow to see the list. The list contains items that could be used to further identify the document you are filing. In this case, we are ok with not adding a prefix to our event and will continue without.



31. The second box is a text box that will allow you to add any additional docket text to your docket event. For this case, we will add additional text to show what it looks like in our final submission to the court.

32. The third box is a drop-down box. It provides two phrases to add to your docket text. We are going to add **in addition to**.

33. The fourth box is a drop down that includes the same prefixes that were in the first box. This box is used to summarize the Motion to Abandon. We do not need to add any prefix for the Motion to Abandon.

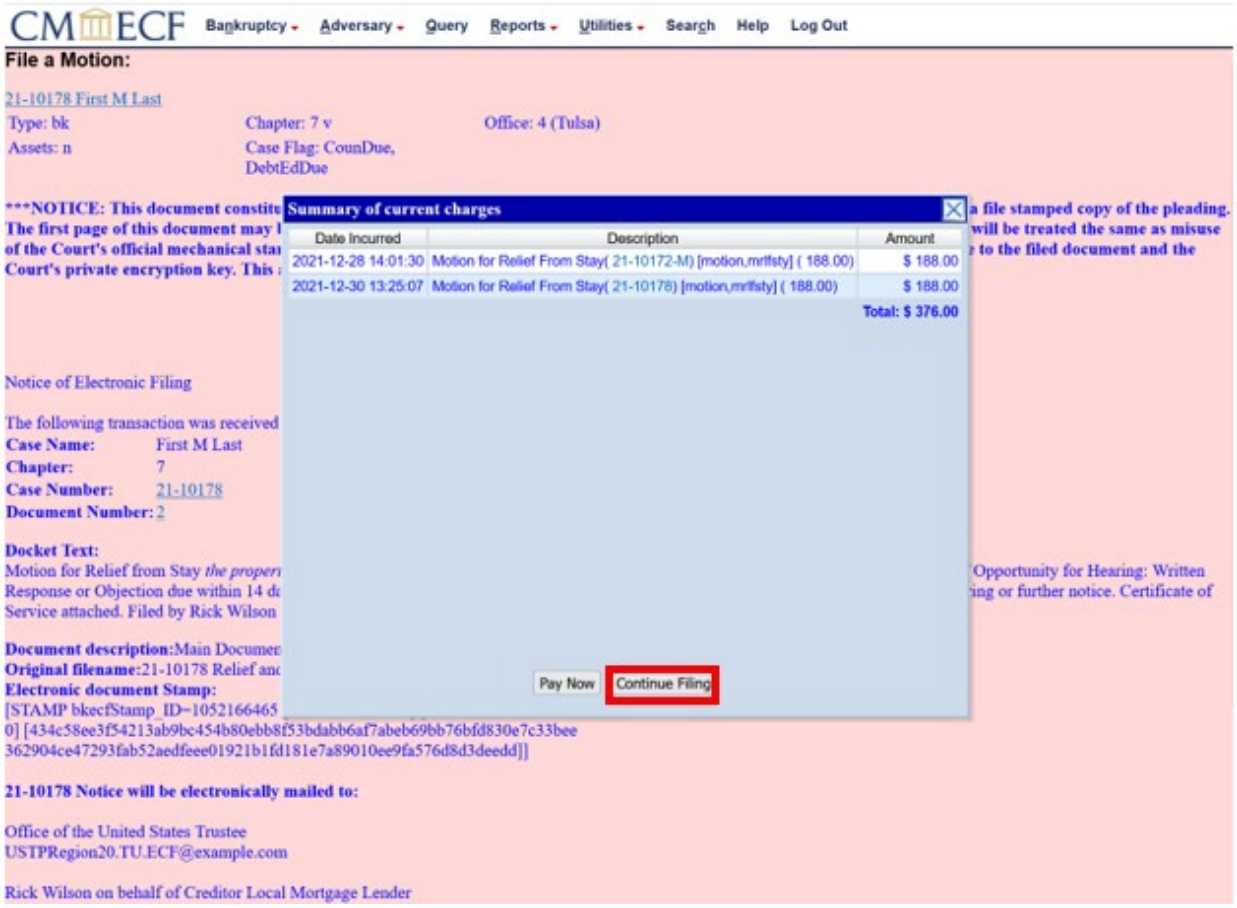


34. The fifth box could be used to add in additional text that you could use to enter information about the Motion to Abandon. We will not be adding any additional information.

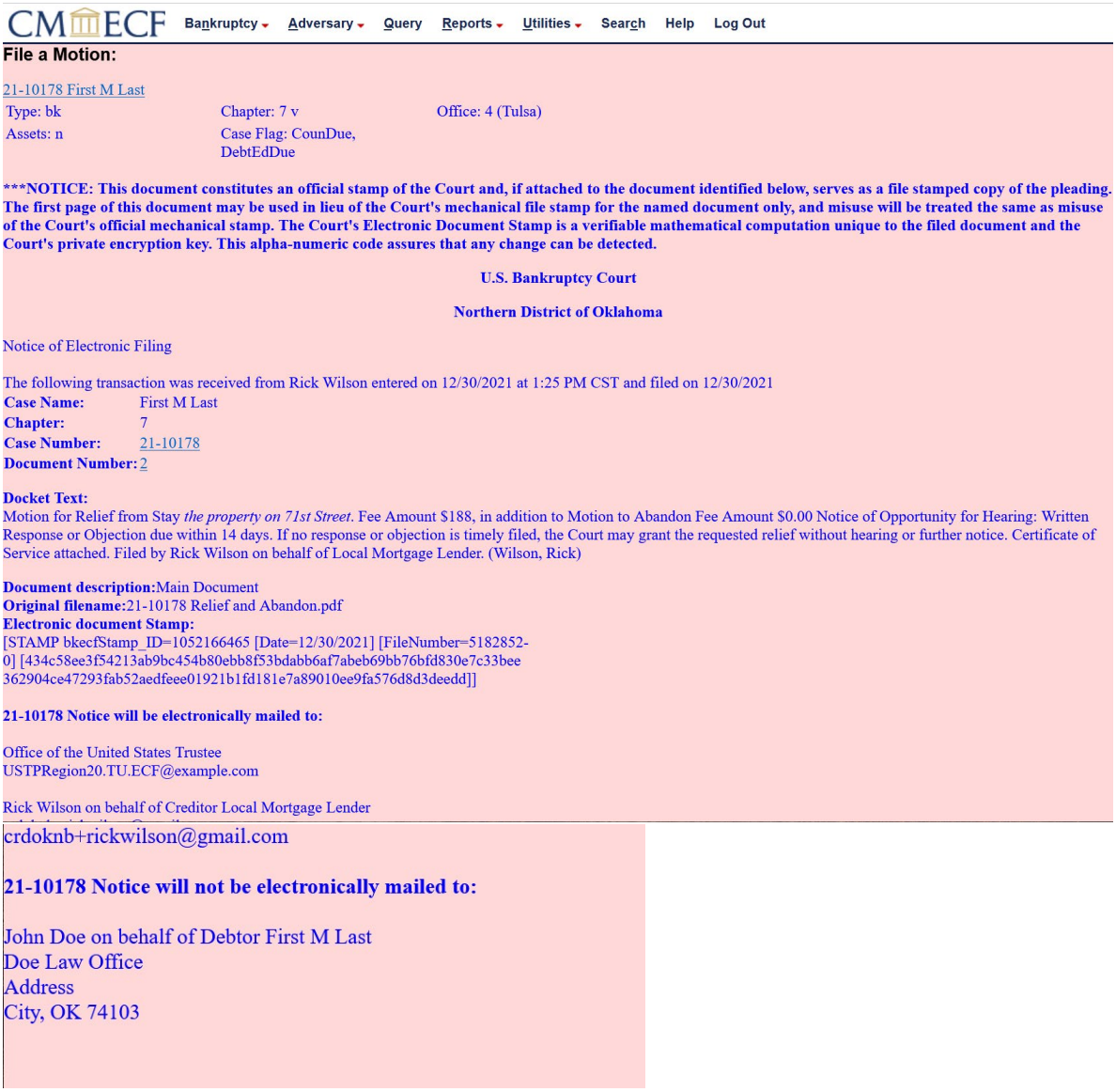
35. At this point, everything looks good. You can proceed by clicking on **Next.**

36. You now see the final text for our filing. The text from the text box we typed in the previous screen now shows in the final docket text and is in italics. The **in addition to** language that was added from the drop-down box is also included in the docket text. Everything else should be the same. The system is warning us that by clicking next will commit this to the court's database, and we will have no other opportunity to modify this filing. It is also reminding us that we need to redact any personal identifiers as outlined in the Federal Bankruptcy Rules and Procedures 9037. You will want to review the text, and when you are ready to proceed click **Next**.

37. You are now presented with a pop-up screen providing a summary of the current charges due to the court. If this is your last filing of the day, you will want to pay this fee by clicking on **Pay Now**. If you have more filings, you may click on **Continue Filing**. There is a separate document that demonstrates how to pay for fees in the CM/ECF system that you may review. At this point, we will proceed with our filing by clicking **Continue Filing.**



38. The document has now been successfully filed with the court. The Notice of Electronic Filing, or NEF, that appears on the screen is our confirmation of filing. The NEF contains information on the time and date of the document that was filed, the case name, the case number, and the document number assigned to this filing. Please review the NEF to familiarize yourself with this receipt.



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File a Motion:

21-10178 First M Last

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Case Flag: CounDue, DebtEdDue	

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U.S. Bankruptcy Court

Northern District of Oklahoma

Notice of Electronic Filing

The following transaction was received from Rick Wilson entered on 12/30/2021 at 1:25 PM CST and filed on 12/30/2021

Case Name: First M Last
Chapter: 7
Case Number: 21-10178
Document Number: 2

Docket Text:
Motion for Relief from Stay *the property on 71st Street*. Fee Amount $188, in addition to Motion to Abandon Fee Amount $0.00 Notice of Opportunity for Hearing: Written Response or Objection due within 14 days. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Certificate of Service attached. Filed by Rick Wilson on behalf of Local Mortgage Lender. (Wilson, Rick)

Document description: Main Document
Original filename:21-10178 Relief and Abandon.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1052166465 [Date=12/30/2021] [FileNumber=5182852-0] [434c58ee3f54213ab9bc454b80ebb8f53bdabb6af7abeb69bb76bfd830e7c33bee362904ce47293fab52aedfeee01921b1fd181e7a89010ee9fa576d8d3deedd]]

21-10178 Notice will be electronically mailed to:

Office of the United States Trustee
USTPRegion20.TU.ECF@example.com

Rick Wilson on behalf of Creditor Local Mortgage Lender
crdoknb+rickwilson@gmail.com

21-10178 Notice will not be electronically mailed to:

John Doe on behalf of Debtor First M Last
Doe Law Office
Address
City, OK 74103

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

Phone: 918-699-4072
Email: cmecf@oknb.uscourts.gov