Obj/Response on Pleading

This process shows how to file a Response to Motion for Lift of Stay. Although this example specifically shows the steps to file a Response to Motion, the same steps would be followed for other objections and responses.

STEP 1   Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

STEP 2   The **BANKRUPTCY EVENTS** screen displays.

- Click the **Obj/Response on Pleading** hyperlink.

- Click **Reference an Existing Pleading/Document.**

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

- Enter the correct case number (yy-nnnnn), including the hyphen.

- Click **Next**.

STEP 4   The **EVENT** screen displays.

- Scroll down to display the **Response** event.

- Highlight that selection and Click **Next** to continue.

STEP 5   The **PARTY SELECTION** screen appears.

- Select the filer from the **Select the Party** box.

- If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on **Add/Create New Party** hyperlink.

    NOTE: If adding/creating a new party, select the correct **Role Type**.

- The **ATTORNEY/PARTY ASSOCIATION** screen presents a check box to create the link between the creditor and their attorney. This screen may not always appear.

- Click **Next** to continue.

STEP 6   The **PDF DOCUMENT** screen appears.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

  NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- Click **Next**.

STEP 7   The **RELATED EVENT** screen displays next.

- Select the event you are responding to by placing a check in the event box.
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- Click **Next.**

STEP 8   The **MODIFY DOCKET TEXT** screen displays.

- Edit if necessary.

- You will see a drop down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.

- Click **Next** to continue.

STEP 9   The **FINAL TEXT** screen displays.

  NOTE: This is your last opportunity to make any changes before the document is officially opened.

- Proof this screen carefully! This is what will print on the docket sheet.

- If the docket text is incorrect, click the browser **Back** button at the top of the screen one or more times to find the screen to be modified.

- To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.

- If the docket text is correct, click on the **Next** button to file the proceeding.

STEP 10   The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- To print a copy of this notice click the browser **Print** icon, or right click on the screen and select **Print**.

- To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.

- Description of **Notice of Electronic Filing**.

  - Date and time stamp information
  - Case Name: Debtor's Name
  - Case Number: Hyperlink to docket sheet
  - Document Number: Hyperlink to the PDF file of the attached document
  - Docket text: Annotated text in italics. Text produced from docket event
  - Document Description: Label of Document
  - Original filename: the path and name of file that was attached to this entry
  - Electronic document Stamp.
  - **Notice will be electronically mailed to:**
    - Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
  - **Notice will not be electronically mailed to:**
    - Names of other parties on the case who have not furnished their e-mail addresses to the court.