

Stipulation for Adequate Protection

This process shows how to file a **Stipulation for Adequate Protection**. Although this example specifically shows the steps to file a Stipulation for Adequate Protection, the same steps would be followed for other stipulations.

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

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

- Click the **Motions/Application/Stipulations** hyperlink.

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 **Adequate Protection** 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** button.

NOTE: If adding a new party, make sure to select the proper **Role Type**.

- Click **Next** to continue.

STEP 6 If the **NEW ATTORNEY/PARTY ASSOCIATION** screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:

- Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
- Click **Next** to continue.

STEP 7 The **PDF DOCUMENT** screen appears.

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

NOTE: For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.

- Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on “X” in the upper right-hand corner.
- If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.
- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach any attachments.

NOTE: Please note that the PDF file for the Stipulation for Adequate Protection is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.

- An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible clicking on the hyperlink within the docket text.
- Click **Next**.
- Is this motion combined with additional relief to Compel the Trustee to Abandon? Select yes or no from the drop-down menu.
- Click **Next**.
- Was this Motion Served on Notice and Opportunity to Object? Select yes or no from the drop-down menu.
- Click **Next**.

STEP 8 The **COLLATERAL INFORMATION** screen displays.

- Enter a brief description of the collateral in the box.
- Click **Next** to continue.

STEP 9 The **MODIFY DOCKET TEXT** screen displays, edit if necessary.

- Select **Stipulated** from the drop-down menu.
- Click **Next** to continue.

STEP 10 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 11 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.