

ATTORNEY -- Quick Reference Guide

Motion for Relief from Stay

| Step | Action |
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| 1 | Click on Bankruptcy hyperlink |
| 2 | Click Motions/Applications |
| 3 | Enter the case number - click NEXT |
| 4 | Select Relief from Stay from the event type list. If the motion is a consented motion select Relief from Stay Consented . - click NEXT |
| 5 | <p>Select the party who is filing the motion by highlighting their name. - click NEXT</p> <p>NOTE: If your party is not listed:</p> <ul style="list-style-type: none"> • click Add/Create New Party - enter search criteria, click Search • if the party's name appears: <ul style="list-style-type: none"> • highlight and click [select name from list] • NOTE: Be sure to identify appropriate role type code, click Submit • if the party's name does not appear: <ul style="list-style-type: none"> • click Add New Party button • complete information for party • NOTE: Be sure to identify appropriate role type code, click Submit • Select the party filer - click NEXT • The Attorney/Party Association screen will appear if a new party was added to the case. • Check the box to make an attorney/party association if applicable - click NEXT |
| 6 | <p>Enter hearing date, time and location</p> <p>Enter the Objection Date obtained from the calendar clerk, click NEXT</p> <p>If this is a consented to motion use the Relief from Stay Consented event and no hearing information is required.</p> |
| 7 | <p>The PDF Document Selection screen displays. Click Browse, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p> |
| 8 | Click Attachments to Document default option to Yes to attach the Proposed Order - click NEXT |

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| 9 | Click BROWSE on the select one or more attachments Screen to launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach. Under Type - select Proposed Order Click Add To List Click NEXT |
| 10 | Select Yes or No from the drop down box for the question “Does movant waive the requirement of section 362(e) for a preliminary hearing within 30 days?” - click NEXT |
| 11 | The Fee Information screen displays. Leave the receipt field blank and click NEXT to proceed with the filing and make an Internet Payment . |
| 12 | At Docket Text: Modify as Appropriate Screen verify text and enter a prefix or additional text if needed - click NEXT |
| 13 | Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event |
| 14 | The Summary of Current Charges screen will popup over the Notice of Electronic Filing. Click Pay Now to pay the motion for relief from stay fee or click Continue Filing and pay the outstanding fees by the end of the day. |