

**ATTORNEY – Quick Reference Guide**

**Multi-Part Document**

Step	Action
1	Click on the <b>Bankruptcy</b> hyperlink
2	Click <b>Motions/Applications</b>
3	Enter the Case Number – click <b>NEXT</b>
4	<b>Click</b> to highlight the <b>first motion</b> of the pleading from the event type list, <b>hold</b> the <b>Control Key</b> , scroll and highlight the <b>next motion</b> of the pleading – click <b>NEXT</b> i.e. Motion for Relief from Stay and Adequate Protection
5	<p>Select the party who is filing the motion by highlighting their name - click <b>NEXT</b></p> <p><b>NOTE: If your party is not listed:</b></p> <ul style="list-style-type: none"> <li>• Click <b>Add/Create New Party</b> – enter search criteria, click <b>Search</b></li> </ul> <p>If the party's name appears:</p> <ul style="list-style-type: none"> <li>• Highlight and click <b>Select name from list</b></li> <li>• <b>NOTE: Be sure to identify appropriate role type code</b>, click <b>Submit</b></li> </ul> <p>If the party's name does not appear:</p> <ul style="list-style-type: none"> <li>• Click <b>Add New Party</b> button</li> <li>• Complete information for party</li> <li>• <b>NOTE: Be sure to identify appropriate role type code</b>, click <b>Submit</b></li> <li>• Select the party filer – click <b>NEXT</b></li> <li>• The <b>Attorney/Party Association</b> screen will appear if a new party was added to the case</li> </ul> <p>The box to create the party/attorney association should be checked by default – click <b>NEXT</b></p>
6	<p>Enter hearing date, time and location</p> <p>Enter the <b>Objection Date</b>, click <b>NEXT</b></p> <p><b>NOTE:</b> If this is a consented to motion do not fill in the hearing information</p>
7	<p>Click <b>BROWSE</b> on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click <b>Open</b> to attach the correct PDF.</p> <p><b>NOTE:</b> To view the document before selecting, right click on the highlighted filename and click open.</p>

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8	Click <b>Attachments to Document</b> default option to <b>YES</b> to attach the <b>Proposed Order</b> - click <b>NEXT</b>
9	Click <b>BROWSE</b> , on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach. Under <b>Type</b> – select Proposed Order Click <b>Add to List</b> Click <b>NEXT</b>
10	If the pleading being filed requires a <b>fee</b> the <b>Fee Information</b> screen displays. Leave the <b>receipt</b> field <b>blank</b> and click <b>NEXT</b> to proceed with the filing and make an <b>Internet Payment</b> .
11	At Docket Text : Modify as Appropriate Screen verify text and enter a prefix or additional text if needed – click <b>NEXT</b>
12	Verify <b>AGAIN</b> that the Final Docket Text is correct – If correct – click <b>NEXT</b> If incorrect – click the browser <b>BACK</b> button until you find the error(s) and proceed with the event
13	The <b>Summary of Current Charges</b> screen will pop up over the Notice of Electronic Filing. Click <b>Pay Now</b> to pay the fee or click <b>Continue Filing</b> and pay the outstanding fees by the end of the day.