

ATTORNEY – Quick Reference Guide

Agreed Request for Continuance

Step	Action
1	Click on the Bankruptcy or Adversary hyperlink
2	Click Misc
3	Enter the Case Number – click NEXT
4	Select Agreed Request for Continuance from the Available Events list - click NEXT
5	Select the party you represent - click NEXT
6	At the next screen click NEXT
7	<p>The next screen asks: "Is this for a continuance on the Initial Chapter 13 Confirmation Hearing?"</p> <ul style="list-style-type: none"> • If you select yes and click next, a screen will appear stating "An agreed continuance is not permitted on an initial chapter 13 confirmation hearing". • If you select no and click next, it will allow you to continue with your filing. The screen will say: "If you are requesting a continuance to a date certain, click next. ON THE NEXT SCREEN SELECT THE PLEADING BEING CONTINUED NOT THE HEARING NOTICE OR OBJECTIONS. If you are requesting a continuance to a date uncertain please use the Motion to Continue event and set the motion for hearing." • Click NEXT
8	At the Hearing Information Screen fill in the Hearing Date , Hearing Time , and Location . Select the pleading that is being continued and click NEXT

ATTORNEY – Quick Reference Guide

9	On this screen, insert the date the matter was previously scheduled for and click NEXT .
10	On the docket text screen, review and verify the text. Modify the text if appropriate - Click NEXT
11	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
12	The Notice of Electronic Filing screen will appear and your transaction is complete.