

**ATTORNEY – Quick Reference Guide**

**Agreed Request for Continuance**

Step	Action
1	Click on the <b>Bankruptcy</b> hyperlink
2	Click <b>Misc</b>
3	Enter the Case Number – click <b>NEXT</b>
4	Select <b>Agreed Request for Continuance</b> from the <b>Available Events</b> list - click <b>NEXT</b>
5	<p>Select the party who is filing the Agreed Request for Continuance 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>• <b>Highlight and click [select name from list]</b></li> <li>• <b>NOTE: Be sure to identify appropriate role type code, click 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, click 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	At the next screen click <b>NEXT</b>
7	<p>The next screen asks: <b>Have there been more than 2 agreed continuances filed on this matter?</b></p> <ul style="list-style-type: none"> <li>• A yes answer will bring up a screen which says You will need to file a motion to continue on this matter</li> <li>• A no answer will allow you to continue with your filing</li> <li>• Click <b>NEXT</b></li> </ul>
8	A screen comes up explaining that the <b>hearing information</b> needs to be completed on the next screen or a <b>Motion to Continue</b> needs to be filed if requesting a continuance to a date uncertain - click <b>NEXT</b>
9	At the Hearing Information Screen fill in the <b>Hearing Date, Hearing Time, and Location</b> . Select the pleading that is being continued and terminate the hearing deadline – click <b>NEXT</b>

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10	Insert the date the matter was previously scheduled for.
11	At the Docket Text : Modify as Appropriate Screen verify text and enter 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>Notice of Electronic Filing</b> screen appears and your transaction is complete