

ATTORNEY – Quick Reference Guide

Motion for Relief from Stay

Step	Action
1	Click on the 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 <p>If the party’s name appears:</p> <ul style="list-style-type: none"> • Highlight and click [select name from list] • NOTE: Be sure to identify appropriate role type code, click Submit <p>If the party’s name does not appear:</p> <ul style="list-style-type: none"> • Click Create 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 <p>The box to create the party/attorney association should be checked by default – click NEXT</p>
6	<p>Enter hearing date, time and location Enter the Objection Date click NEXT</p> <p>If this is a consented to motion use the Relief from Stay Consented event and no hearing information is needed</p>
7	A brief explanation regarding the 30 day waiver appears on this screen. click NEXT
8	<p>Click BROWSE 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 Open to attach the correct PDF.</p> <p>NOTE: To view the document before selecting, right click on the highlighted filename and click open.</p>

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9	Attachments to Document select YES to attach the Proposed Order - click NEXT
10	Click BROWSE , on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the Proposed Order you wish to attach. Under Type – select Proposed Order Click Add to List Click NEXT Click NEXT at the File a Motion screen
11	The Fee Information screen displays. Leave the receipt field blank and click NEXT to proceed with the filing and make an Internet Payment .
13	At Docket Text : Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed – click NEXT
14	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
15	The Summary of Current Charges screen will pop up 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.