

ATTORNEY – Quick Reference Guide

Motion to Continue

Step	Action
	NOTE: If parties agree on the continuance to a date certain and it is within 45 days of the original hearing date, do not file a Motion to Continue. Docket the Agreed Request to Continue Hearing event instead.
1	Click on the Bankruptcy hyperlink
2	Click Motions/Applications
3	Enter the Case Number – click NEXT
4	Select Continue Hearing from the event type list – 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 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 <p>The box to create the party/attorney association should be checked by default – click NEXT</p>
6	<p>Skip the hearing Information screen.</p> <p>NOTE: A hearing is not required on a Motion to Continue Click NEXT</p>
7	<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>
8	Attachments to Document select YES to attach the Proposed Order - click NEXT
9	Click BROWSE , on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the Hearing notice you wish to

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	attach. Under Type – select Proposed Order Click Add to List Click NEXT
10	Select the category the motion relates to. The Filed and Documents fields can be left blank – Click NEXT
11	At the select the appropriate event(s) to which your document relates screen, check the box beside the pleading that is being continued - click NEXT
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 Notice of Electronic Filing screen appears and your transaction is complete