

United States Bankruptcy Court – District of Maine

**CM/ECF Filing Reference Guide**

**Motion to Continue**

<b>Step</b>	<b>Action</b>
1.	Select <b>Bankruptcy</b>
2.	From the <b>Events</b> list, select <b>Motions/Applications</b>
3.	Enter the case number  Select <b>NEXT</b>
4.	Select <b>NEXT</b>
5.	From the <b>Events</b> list, select <b>Continue Hearing</b>  Select <b>NEXT</b> .
6.	<p>From the party listing <b>either</b>:</p> <p>(A) Select the party filing the motion</p> <p>Select <b>NEXT</b> and move on to step 7</p> <p><b>OR</b></p> <p>(B) Add/Create New Party</p> <p>Fill in the requested information</p> <p>Select <b>SEARCH</b></p> <p>If your party is found in the search results, select the name.</p> <p>If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role”.</p> <p>Select <b>SUBMIT</b></p> <p>From the party listing make a selection.</p> <p>Select <b>NEXT</b></p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p><b>IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</b></p>
7.	<b>ONLY COMPLETE THE NEXT SCREEN IF YOU ARE FILING THE HEARING NOTICE WITH THIS MOTION. If the hearing notice is not included with this filing please skip the next screen.</b>

	<p>Select <b>NEXT</b></p> <p><b>**A Motion to Continue does not require a hearing <b>unless a party objects to the continuance</b></b></p>
8.	<p>If appropriate as referenced in Step 7 Enter <b>Hearing Date, Time, and Location.</b></p> <p>Enter the Objection date.</p> <p>Select <b>NEXT</b></p>
9.	<p>This screen allows you to browse your system to attach the PDF of the motion to continue.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat    If the document is correct select <b>OPEN</b></p> <ul style="list-style-type: none"> <li>• In order to include a Proposed Order and/or a Notice of Hearing choose Yes at <b>Attachments to Document</b></li> </ul> <p>Select <b>NEXT</b></p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the motion to continue.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat    If the document is the correct document select <b>OPEN.</b></p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the motion to continue</i></p> <p>If correct,</p> <p>Select <b>NEXT</b></p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select <b>NEXT</b> to move to step 10</p>
10.	<p>From the listing of categories, choose the category which your underlying document falls into. Leave the remaining fields blank.</p> <p>Select <b>NEXT</b></p>

11.	Check the box beside the pleading you are seeking a continuance of  Select <b>NEXT</b>
12.	This screen serves as the last chance to verify that the Docket Text: <b>Modify as appropriate</b> is correct. Using the dialogue boxes, make any necessary modifications. If correct,  Select <b>NEXT</b>
13.	This screen serves as the last chance to verify that the Docket Text: <b>Final text</b> is correct. If correct,  Select <b>NEXT – the docketing process will be committed.</b>  <b>If any changes need to be made use the back navigation arrow to make the corrections. Retrace actions once correction is made.</b>
14.	The final screen is the Notice of Electronic Filing screen  This screen is your confirmation that the docketing process is complete

**November 2024**