

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

Motions and Applications are often filed by parties requesting the court to order and rule in favor of the applicant. The following instruction will guide you through the process necessary to file any motion or application in the CM/ECF system.

STEP 1 Click on Motions/Applications hypertext link. (see figure 1)

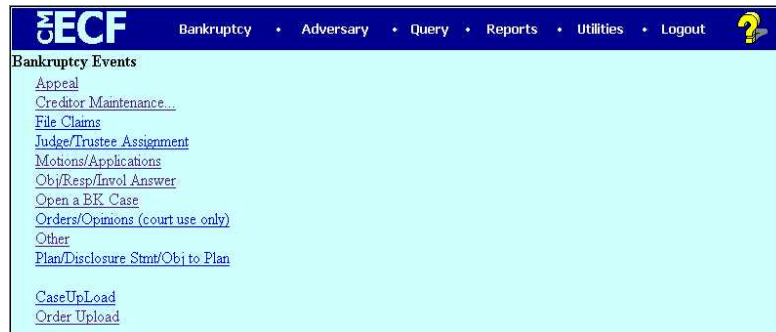


Figure 1

STEP 2 The next screen gives direction on how to handle expedited/emergency matters. Please take note and click Next. (see figure 2)

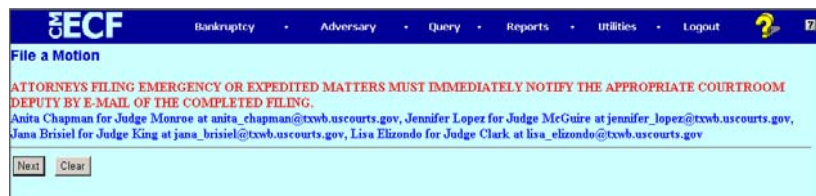


Figure 2

STEP 3 Enter the case number

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 4 **The next screen provides guidance on how to handle multiple relief requests. After reviewing click the Next button.**

STEP 5 **Select the appropriate relief type for the motion/application being filed. Click Next. (see figure 3)**



Figure 3

STEP 6 **Select the Party Filer. If the party filer does not appear in the drop down box, select *Add/Create New Party* (see figure 4)**



Figure 4

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 7 **The Search for A Party Screen Appears. Enter search criteria according to the CM/ECF Style Guide. Click Search. (see figure 5)**



Figure 5

STEP 8 **If the Search for a Party Screen appears with the message of *No Person Found*, click on the *Create New Party* box. The Party Information Screen Appears and saves the search information you previously entered. Complete by entering the entire name of the party. It is not necessary to complete the address for parties other than the debtor but be sure to select the appropriate party “role” before clicking Submit. (see figure 6)**

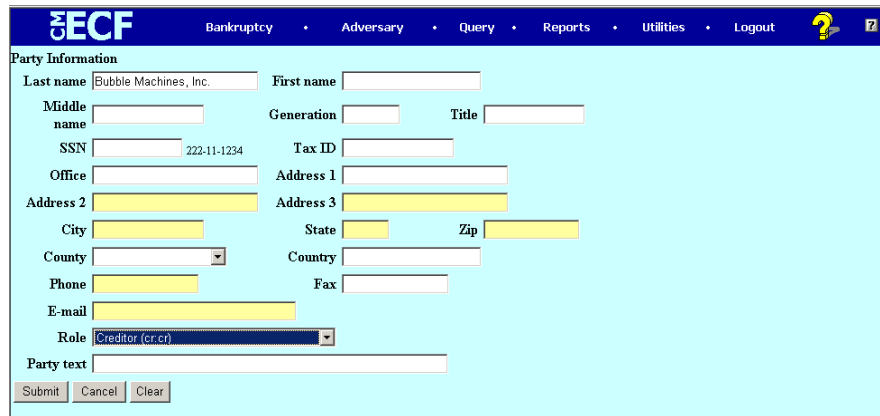


Figure 6

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 9 The party entered will now appear in the party filer drop down box. Select that party and click Next (see figure 7)



The screenshot shows the 'File a Motion' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the case details are displayed: '06-10067-fm Lawrence Well', 'Type: bk', 'Chapter: 7 v', 'Office: 1 (Austin)', 'Judge: fm', 'Assets: n', and 'Case Flag: DEBTED, CRED/COUN'. A 'Select the Party:' dropdown menu is open, showing a list of parties: 'Estate of [Name]', 'Mulligan, Marsha G [Trustee]', 'United States Trustee-All [U.S. Trustee]', and 'Well, Lawrence [Debtor]'. A 'Next' button is visible at the bottom left of the form.

Figure 7

STEP 10 If a party has been added, there will be an attorney/party association screen that appears the “first” time you file something in representation of a party in a particular case. Simply click in the box and continue to create the association between you and your client.

STEP 11 The Browse for a Document Screen appears. This is the place where you attach the PDF document to your entry. Once you’ve located that document click Next. (see figure 8)



The screenshot shows the 'File a Motion' interface at the document attachment step. It displays the same case details as Figure 7. Below the details, it prompts the user to 'Select the pdf document (for example: C:\199cv501-21.p-df)'. There is a 'Filename' input field and a 'Browse' button. Below this, there is a radio button for 'Attachments to Document' with options 'No' and 'Yes'. A 'Next' button is visible at the bottom left of the form.

Figure 8

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 13 If the Motion/Application being filed, requires a filing fee a screen with information regarding the payment of this fee appears. Review and Click Next (see figure 10)

The screenshot shows the 'File a Motion' interface. At the top is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the case details are displayed in a table-like format:

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Judge: fm	Assets: n	Case Flag: DEBTED, CREDCOUN

Below the case details, there are several red text instructions:

- ATTORNEY FILERS -- AFTER YOU ACCEPT YOUR FINAL DOCKET TEXT, AN INTERNET CREDIT CARD PAYMENT SCREEN DISPLAYS.
- YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET.
- IF YOU ARE FILING AN APPLICATION TO DEFER FILING FEE, APPLICATION FOR WAIVER OF A FILING FEE OR, YOU ARE EXEMPT FROM PAYING THIS FEE, CALL THE INTAKE DEPUTY AT THE CLERK'S OFFICE IMMEDIATELY.

At the bottom, it states 'Fee: \$150.00' and provides 'Next' and 'Clear' buttons.

Figure 10

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 14 **The Modify Text Screen appears for your review. If any corrections are needed, you may click on the *BACK* key. No modifications can be made to the text box except to add a description of the motion in the prefix word drop down box. If not necessary, and entry is accurate click Next (see figure 11)**

CM/ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Motion:

[06-10067-fm Lawrence Welk](#)

Type: bk Chapter: 7 v Office: 1 (Austin)
Judge: fm Assets: n Case Flag: DEBTED, CREDCOUN

Docket Text: Modify as Appropriate.

filed by Loretta A. Sugarplum for Creditor Bubble Machines, Inc. (Sugarplum, Loretta)

Figure 11

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 15 **The Final Text Window appears and this will be your final opportunity to review the entry and make any corrections. Clicking [next] on this screen commits the transaction to the system and can only be modified by the Court staff. Please make sure your entry is correct before you click Next. (see figure 12)**



Figure 12

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 16 On top of your submission receipt (i.e. The Notice of Electronic Filing Screen) a pop up box appears which is the Summary of Current Charges (filing fees) owed by you. You have the option to pay now or continue filing. If you choose to continue filing the Summary of Current Charges will appear after the submission of each subsequent document filed. (see figure 13)

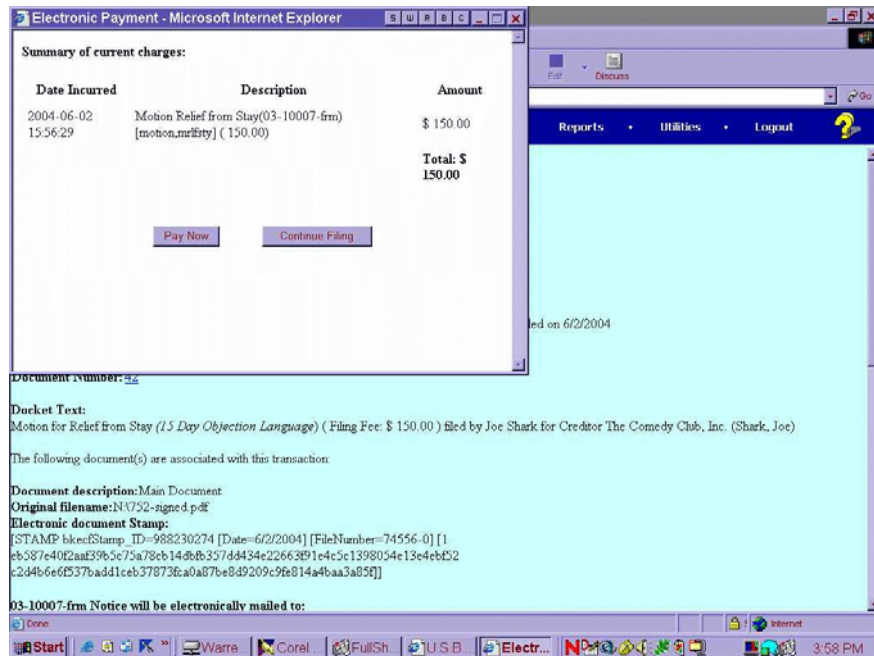


Figure 13

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 17 If you click “pay now” a box will appear in which you will need to insert the type of credit card you are going to use, the card number, etc. Screen 2 is where you “authorize” payment. The Processing screen then appears and lastly, you get this transaction receipt. This will complete the financial transaction. (See figure 14) When you close the window you will see your Notification of Electronic Filing in detail.

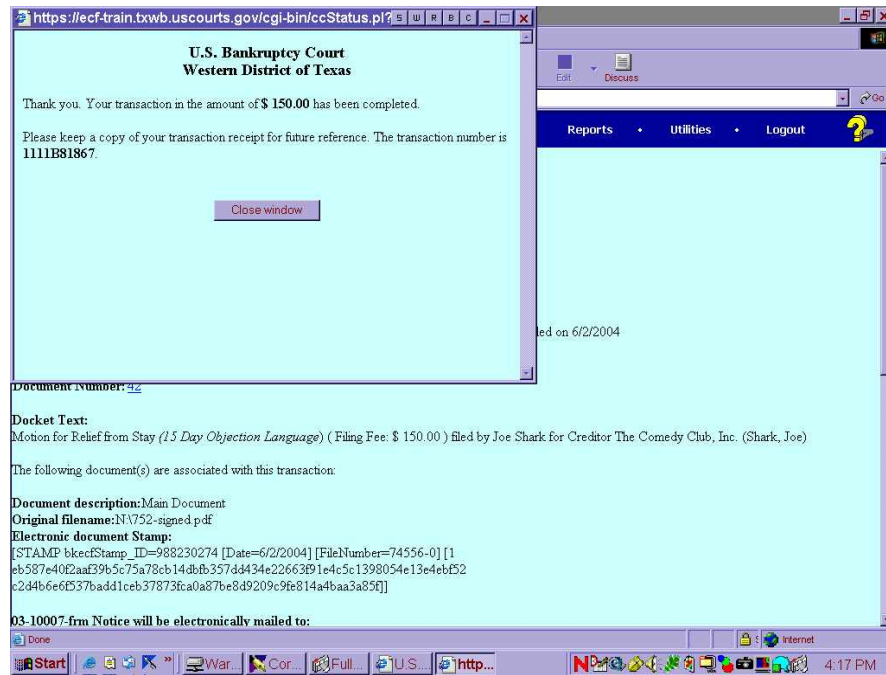


Figure 14

U. S. Bankruptcy Court, Western District of Texas
CM/ECF PROCEDURE
For Attorneys

MOTIONS/APPLICATIONS

STEP 18 **The Notice of Electronic Filing Motion appears which completes the submission of your filing. It refers to the case number, the document number, the docket text and electronic notification within this receipt. Any blue hyperlink will allow you to view that document after logging into PACER. (see figure 15)**



Figure 15