

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TEXAS  
ATTORNEY FILING PROCEDURES**

**MOTIONS AND APPLICATIONS**

The following instructions will guide you through the process necessary to file a Motion or Application in the CM/ECF system.

**SEARCH FEATURE:** While the Court tries to accommodate all filers by having specific events available, it is not possible to determine all types of relief that may be requested. Rather than perusing a list of motion and application events, it is highly suggested that the SEARCH feature in CM/ECF be used to determine which event to use when filing your motions (or any other pleading). The SEARCH button is located in the blue banner of the menu.

Motion events are located in both the Bankruptcy and Adversary main menus – please ensure that you are filing your motions in the correct case (Lead or Adversary).

**STEP 1**      Click on the Bankruptcy or Adversary in the Main Menu -  
Click on **Motions/Applications**.



**STEP 2      Enter case number – click Next**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the heading "File a Motion". A form labeled "Case Number" contains a text input field with the value "18-10013" and a button labeled "Find This Case". Below the form are two buttons: "Next" and "Clear".

**STEP 3      Locate Your Specific Relief Type**

**You can type a key word in the blank box to find a particular relief type – for example, if you are filing a Motion for Relief from Automatic Stay, you can type the word “relief” and the list now includes only those events containing that word**

The screenshot shows the ECF interface after a search. The "File a Motion" heading is present. Below it, the case details are displayed: "18-10013 Tommy Lee Test", "Type: bk", "Assets: y", "Chapter: 13 v", "Case Flag: CounDue, FinMgmtDue", and "Office: 1 (Beaumont)". A search bar contains the word "Relief". Below the search bar, a list of "Available Events (click to select events)" is shown, with "Automatic Stay (for Relief from Stay As To Co-Debtor)" selected. To the right, there is a section for "Selected Events (click to remove events)". At the bottom are "Next" and "Clear" buttons.

**(You may also use the Search feature in the main menu bar if you are unable to find your specific relief type)**

**STEP 4**      **Select the appropriate event – click Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

## File a Motion

18-10013 Tommy Lee Test

Type: bk Chapter: 13 v Office: 1 (Beaumont)  
Assets: y Case Flag: CounDue, FinMgmtDue

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
(Individual Chapter 7/11/13)	Automatic Stay (for Relief from Stay)
Automatic Stay (for Relief from Stay As To Co-Debtor)	
<b>Automatic Stay (for Relief from Stay)</b>	
Automatic Stay (for Relief from Stay) and Co-Debtor Stay Combined	
Automatic Stay (to Confirm Status of )	
Automatic Stay (to Impose Automatic Stay by Small Business Debtor)	
Automatic Stay (to Impose Automatic Stay)	
Avoid Judicial Lien	
Avoid Nonpossessory Security Interest	
Bankruptcy Petition Preparer (Enjoin Practices of	
Bankruptcy Petition Preparer (Recover Excessive Fees From)	
Bankruptcy Petition Preparer (To Impose Fine Upon)	
Cash Collateral (Authority To Use)	
Cash Collateral (Prohibit/Condition Use of)	

**STEP 5**

The *Select the Party* screen appears

Select the party filer. If the party filer does not appear in the drop down box, select the option to Add/Create New Party.

The screenshot shows the 'File a Motion' screen in the ECF system. The header bar is blue with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'File a Motion:'. Below this, the case information is displayed: '18-10013 Tommy Lee Test'. The case details are organized into three columns: 'Type: bk', 'Assets: y', 'Chapter: 13 v', 'Case Flag: CounDue, FinMgmtDue', and 'Office: 1 (Beaumont)'. The 'Select the Party:' section features a dropdown menu with the following options: 'Test, Tommy Lee [Debtor]' and 'testust1, [U.S. Trustee]'. To the right of the dropdown is a link labeled 'Add/Create New Party'. At the bottom of the section are two buttons: 'Next' and 'Clear'.

**STEP 6**

The *Search for A Party* screen appears. Enter search criteria - click Search.

The screenshot shows the 'Search for a party' screen in the ECF system. The header bar is blue with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'Search for a party'. Below this, there are four input fields for search criteria: 'SSN / ITIN', 'Tax ID / EIN', 'Last/Business name', 'First Name', and 'Middle Name'. At the bottom of the section are two buttons: 'Search' and 'Clear'.

**STEP 7** When selecting the party filer, ensure that you are selecting the correct name and address – click *Select Name From List*.

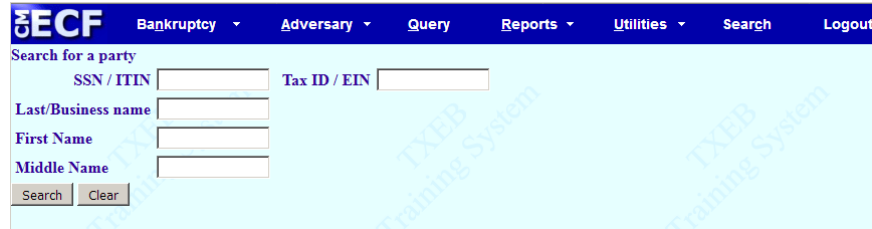
The screenshot shows the ECF system interface with a dark blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the 'Search for a party' section includes input fields for SSN / ITIN, Tax ID / EIN, Last/Business name, First Name, and Middle Name, along with Search and Clear buttons. The 'Party search results' section displays a list of search results for Ford Motor Credit, including addresses in Tyler, TX and Beaumont, TX. At the bottom of the results list are buttons for 'Select name from list' and 'Create new party'.

Party search results
Ford Motor Credit
Ford Motor Credit, C/O Richard H. Hughes, Tyler, tx
Ford Motor Credit, c/o Robert Hindman, Tyler, TX
Ford Motor Credit, c/o George Lennon, TX, TX
Ford Motor Credit, c/o J.Powers Branch, Longview, Tx
Ford Motor Credit, 300 Park Street, Beaumont, TX

**Step 8** If the *Search for a Party* screen appears with the message of **No Person Found** (as shown below), click on the **Create New Party** box.

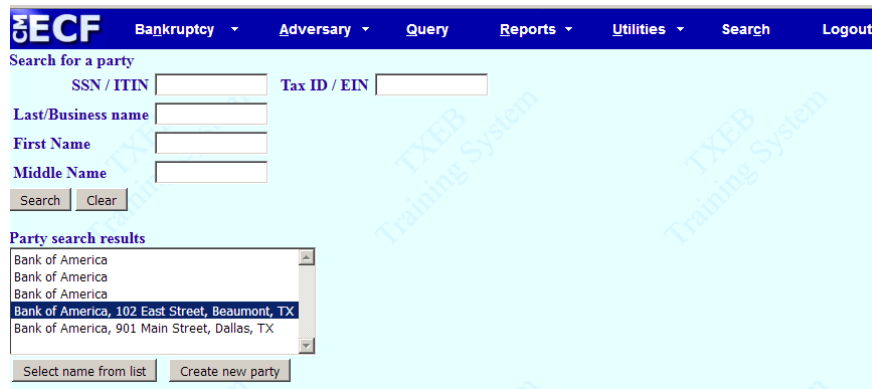
This screenshot shows the same ECF system interface as the previous one, but the 'Party search results' section now displays the message 'No person found.' Below this message is a single button labeled 'Create new party'.

**Step 9**      **Enter search criteria, click Search**



The screenshot shows the ECF (Electronic Case Filing) search interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a section titled "Search for a party". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". At the bottom of this section are two buttons: "Search" and "Clear".

**Step 10**      **If your party is in the list (with the correct address), highlight it, and click on *Select Name from List***



The screenshot shows the ECF search interface with search results displayed. The search criteria fields are the same as in Step 9. Below the "Search" button, there is a section titled "Party search results". It contains a list of search results: "Bank of America", "Bank of America", "Bank of America", "Bank of America, 102 East Street, Beaumont, TX", and "Bank of America, 901 Main Street, Dallas, TX". The result "Bank of America, 102 East Street, Beaumont, TX" is highlighted. At the bottom of the results section are two buttons: "Select name from list" and "Create new party".

**If the party filer is not in the list, click on *Create New Party***

- Step 11**      The *Party Information* screen will appear and will already be populated with the criteria entered on the previous screen. Complete the party information (i.e. address, phone number, etc.). The “Role” type **MUST** reflect the correct role of the party filer (creditor, plaintiff, etc.) – click Submit when complete.

The screenshot shows the ECF Party Information form. The form is titled "Party Information" and has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The form fields are organized into two columns. The left column includes: Last name (Bank of America), Middle name, SSN/ITIN (999-99-9999), Office, Address 2, City, County (dropdown), Phone, E-mail, Role (Creditor (cr:cr)), and Party text. The right column includes: First name, Generation, Title, Tax Id/EIN (12-1234567), Address 1, Address 3, State, Zip, Country, and Fax. A red arrow points to the Role dropdown menu, which is currently set to "Creditor (cr:cr)". At the bottom of the form are buttons for Submit, Cancel, Clear, and Corporate parent / affiliate...

- STEP 12**      The party will now appear in the Select the Party drop down box. Select that party and click Next.

The screenshot shows the ECF File a Motion screen. The screen has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "File a Motion:". Below the heading is the case information: 18-10013 Tommy Lee Test, Type: bk, Assets: y, Chapter: 13 v, Case Flag: CounDue, FinMgmtDue, Office: 1 (Beaumont). Below the case information is a "Select the Party:" section with a dropdown menu. The dropdown menu is open, showing a list of parties: Bank of America, [Creditor], JP Morgan, [Creditor], Test, Tommy Lee [Debtor], and testust1, [U.S. Trustee]. To the right of the dropdown menu is a link: Add/Create New Party. At the bottom of the screen are buttons for Next and Clear.

**STEP 13** If a party was added, there will be an attorney/party association screen in which the box should be checked in order for you to receive electronic notifications from CM/ECF in this case.

The screenshot shows the CM/ECF 'File a Motion' interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'File a Motion:'. Below this, the case details are displayed: '18-10013 Tommy Lee Test', 'Type: bk', 'Assets: y', 'Chapter: 13 v', 'Case Flag: CounDue, FinMgmtDue', and 'Office: 1 (Beaumont)'. A red text block states: '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.' Below this, there is a checkbox labeled 'Bank of America, (cr:cr) represented by testattyb, (aty)' which is checked. At the bottom are 'Next' and 'Clear' buttons.

**Click Next**

**STEP 14** The Browse screen appears – this is the screen in which you will upload your PDF document(s). Exhibits, Proposed Orders, and other supporting documents should be submitted as “attachments” to your main document by checking the “yes” button to “Attachments to Document” after browsing for your main document.

If you answer “no” to attachments, click Next after uploading your document.

This screenshot shows the same 'File a Motion' interface as the previous one, but with the 'Attachments to Document' section visible. It includes a 'Filename' label, a 'Browse...' button, and the text 'No file selected.' Below this, the 'Attachments to Document:' section has two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.



**Step 15**

**In this example, the main document has been uploaded and “yes” to attachments has been selected**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

## File a Motion:

[18-10013 Tommy Lee Test](#)

Type: bk	Chapter: 13 v	Office: 1 (Beaumont)
Assets: y	Case Flag: CounDue, FinMgmtDue	

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**Filename**  
 TEST\_PDF.pdf

**Attachments to Document:** ☐ No ☒ Yes

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The next screen allows you to upload your attachments.

- In item 2 you can select the type of attachment in the category field (i.e. exhibit, proposed order, summons, affidavit) OR enter a brief description in the description field- you do not have to enter information in both fields
- If you select “Exhibit” from the category, it is not necessary to enter “Exhibit A” in the description – you can simply select Exhibit in the category field and type “A” in the description field, otherwise it will appear as “Exhibit Exhibit A” on the docket sheet
- You must click on “Add to List” in item 3 after uploading each pdf

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

## File a Motion:

[18-10013 Tommy Lee Test](#)

Type: bk Chapter: 13 v Office: 1 (Beaumont)  
Assets: y Case Flag: CounDue, FinMgmtDue

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

Browse... No file selected.

2) Fill in the fields below.

Category and/or Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

Click Next when complete

## STEP 16 Are You Filing an Amended Motion or Application?

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

### File a Motion:

[18-10013 Tommy Lee Test](#)

Type: bk Chapter: 13 v Office: 1 (Beaumont)  
Assets: y Case Flag: CounDue, FinMgmtDue

Is this an Amended/Supplemental Motion?  
☐

Next Clear

- If you are not filing an amended motion/application, answer “no” and click Next
- If you are filing an amended motion, you must link the current motion you are filing back to the original motion by checking the box “Refer to existing event?”

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

### File a Motion:

[18-10013 Tommy Lee Test](#)

Type: bk Chapter: 13 v Office: 1 (Beaumont)  
Assets: y Case Flag: CounDue, FinMgmtDue

☒ Refer to existing event(s)?

Next Clear

**Note:** During the filing process of certain documents, screens may appear prompting for information specific to that event such as whether or not a Motion for Relief from Stay is being filed “with” or “without” a waiver of 30- day hearing requirement. Enter the correct data – click Next.

**Step 17** If filing an amended motion, select the appropriate motion to which the amendment relates – click Next

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

## File a Motion:

18-10013 Tommy Lee Test

Type: bk Chapter: 13 v Office: 1 (Beaumont)  
Assets: y Case Flag: CounDue, FinMgmtDue

Select the appropriate event(s) to which your event relates:

- ☐ 05/11/2018 [2](#) Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To Filed by JP Morgan (testattyb)
- ☐ 05/16/2018 [6](#) Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To Filed by Bank of America (RE: related document(s) [2](#) Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To filed by Creditor JP Morgan). (Attachments: # [1](#) Exhibit) (testattyb)
- ☒ 05/18/2018 [8](#) Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To 2015 GMC Truck Filed by JP Morgan (testattyb)

**STEP 18**      The Modify Docket Text screen appears – if you are wanting to add a prefix to the docket text, make your selection from the drop down list – click Next.

The screenshot shows the ECF system interface for filing a motion. The header includes navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "File a Motion:". Below this, case information is displayed: "18-10013 Tommy Lee Test", "Type: bk", "Assets: y", "Chapter: 13 v", "Case Flag: CounDue, FinMgmtDue", and "Office: 1 (Beaumont)". A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a selected option and a text area containing the motion text: "Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To 2015 GMC Truck Filed by JP Morgan (RE: related document(s)[8] Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To 2015 GMC Truck filed by Creditor JP Morgan). (testattyb)". At the bottom are "Next" and "Clear" buttons.

**STEP 19**      The Final Text screen appears - clicking [Next] on this screen commits the transaction to the system and can only be modified by Court staff.

This screenshot shows the same ECF system interface but at the "Final Text" step. The header and case information are identical to the previous screen. The "Docket Text: Final Text" section displays the same motion text as before. Below this text, a red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom are "Next" and "Clear" buttons.

## STEP 20

**The *Summary of Current Charges* screen appears on top of the *Notice of Electronic Filing* screen – you have the option to “Pay Now” or “Continue Filing”**

<b>US ECF</b>	<b>Bankruptcy</b>	<b>Adversary</b>	<b>Query</b>	<b>Reports</b>	<b>Utilities</b>	<b>Search</b>	<b>Logout</b>
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# File a Motion:

Case Number: 18-10013 Tommy Lee Test

Type: bk      Chapter: 13 v      Office: 1 (Beaumont)

Assets: y      Case Flag: CounDue,      FinMgmtDue

**United States Bankruptcy Court  
Eastern District of Texas**

Notice: **Summary of current charges**

Date Incurred	Description	Amount
2006-09-27 10:20:34	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:43:19	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:44:38	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:58:17	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 10:58:57	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:00:59	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:02:20	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:03:44	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27 11:04:22	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00
2006-09-27	Amended Schedules(ALL)(TESTING)(06-10010) [misc,amdscall] ( 26.00)	\$ 26.00

18-10013 Notice will be electronically mailed to:

## STEP 21

Once you select your payment option, you will see the *Notice of Electronic Filing* – this notice contains a hyperlink to the case and the document filed

# File a Motion:

[18-10013 Tommy Lee Test](#)

Type: bk	Chapter: 13 v	Office: 1 (Beaumont)
Assets: y	Case Flag: CounDue, FinMgmtDue	

**United States Bankruptcy Court**

**Eastern District of Texas**

Notice of Electronic Filing

The following transaction was received from testattyb entered on 5/18/2018 at 2:11 PM CDT and filed on 5/18/2018

**Case Name:** Tommy Lee Test

**Case Number:** [18-10013](#)

**Document Number:** [9](#)

**Docket Text:**  
Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To 2015 GMC Truck Filed by JP Morgan (RE: *related document(s)*[8] *Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To 2015 GMC Truck filed by Creditor JP Morgan*). (testattyb)

The following document(s) are associated with this transaction: