

FILING A DOCUMENT/DOCKETING- MOTIONS/APPLICATIONS
****EXAMPLE: APPLICATION TO EMPLOY****
(Local Rule 2014-1)

The following instructions will guide you through the process of filing and docketing a motion or application in the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu, and then click on **Motions/Applications** hypertext link.

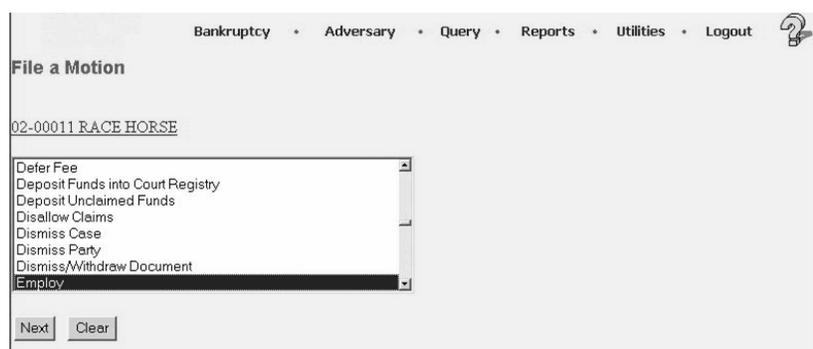
STEP 2 The **Case Number** entry screen appears.



The screenshot shows a web browser window with a navigation menu at the top: Bankruptcy • Adversary • Query • Reports • Utilities • Logout. Below the menu is a question mark icon. The main heading is "File a Motion". Underneath, there is a "Case Number" label and a text input field containing "02-00011". To the right of the input field, there is a small text string: "99-12345, 1-99-blk-12345 or 1-99-blk-12345". At the bottom of the form, there are two buttons: "Next" and "Clear".

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 3 This screen allows you to select the type of motion/application being filed.



The screenshot shows the same "File a Motion" screen as in Step 2. The "Case Number" field now contains "02-00011 RACE HORSE". Below the input field is a dropdown menu with the following options: "Defer Fee", "Deposit Funds into Court Registry", "Deposit Unclaimed Funds", "Disallow Claims", "Dismiss Case", "Dismiss Party", "Dismiss/Withdraw Document", and "Employ". The "Employ" option is currently selected and highlighted. At the bottom, the "Next" and "Clear" buttons are visible.

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

STEP 4 This screen allows you to select whether or not you are filing the motion/application with a joint attorney.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
02-00011 RACE HORSE

Joint filing with other attorney(s).

Next Clear

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking [Next] and proceed to **Step 8**.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click [Next]

STEP 5 Select the Party screen appears.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
02-00011 RACE HORSE

Select the Party:

FIRST INTERSTATE BANK [cr-cr] [Add/Create New Party](#)
HORSE, RACE [pty-db]
JENSEN, NEAL [ustust]
SAMSON, RICHARD [tr-tr]

Next Clear

- ◆ If the name of the party/filer is listed, click on the name, click on **Next** and then proceed to **Step 8**. [If the selection box is full, use the scroll arrows to further search for the party name]
To select more than one name from the list, hold down the Ctrl key and use your mouse to click on the names.

- ◆ If the name of party is not listed, click on **Add/Create New Party**
- ◆ The **Search for a party** screen appears.

- ◆ Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper case characters). Click on **Search**.
- ◆ The **Search for a party (party results)** screen appears

- ◆ If name is not listed, click on **Create New Party** and proceed to **Step 6**.
- ◆ If the name is listed, click on it. Click **Select name from list**.
- ◆ Party's information appears for verification and modification, if necessary. [This screen appears every time you select a party that exists or has been added to the system.]
- ◆ Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- ◆ To add **Party Text**, such as A Montana Corporation, do so now in box provided
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

- ◆ Proceed to **Step 7**.
- ◆ If the party is not listed, click on **Create a New Party**

STEP 6 Click On Create A New Party Party Information Screen appears.

- ◆ Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 7 The **Select the Party** screen appears with your party highlighted. Click on **Next**.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
02-00011 RACE HORSE

Select the Party:

FIRST INTERSTATE BANK [cr.cr] [Add/Create New Party](#)
HORSE, RACE [pty.db]
JENSEN, NEAL [ust.us]
SAMSON, RICHARD [tr.tr]

Next Clear

STEP 8 The **attorney/party association** screen appears.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
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The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

SAMSON, RICHARD(tr.tr) represented by SAMSON, RICHARD (aty)

Next Clear

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

STEP 9 Select the **PDF Document** screen appears.

02-00011 RACE HORSE

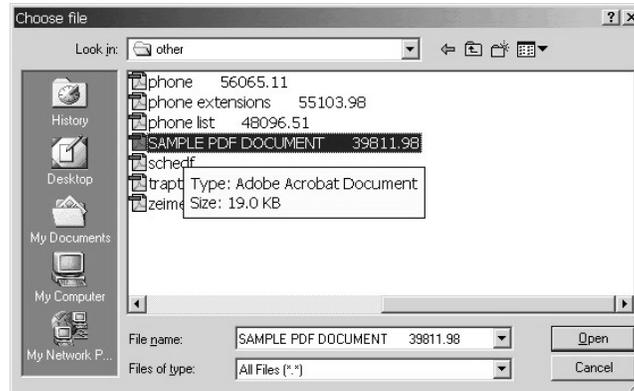
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
W:\j\imaging\other\SAMPLE PDF DOCC

Attachments to Document: No Yes

Next Clear

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document
- ◆ Double Click or Click on **Open**. The following screen appears:



If there are attachments to document, e.g. exhibit, appendix, etc.

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**. The following screen appears:

STEP 10 Select one or more attachments. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
W:\imaging\other\SAMPLE PDF.DOC

2) Select a document type and/or enter a description.

Type	Description
Affidavit	Joe Banker, First Citizens Bank

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.

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.
- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.

If there are no attachments to document:

- ◆ Click on **Next** and the following screen appears.

STEP 11 Enter Employment & Position Data

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
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Enter Name of Person to be Employed

Enter Type of Position

- ◆ Fill in the name of the person being employed

- ◆ Fill in the type of position.
- ◆ Click [Next]

STEP 12 Docket Text: Modify as Appropriate screen appears.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
02-00011 RACE HORSE

Docket Text: Modify as Appropriate.

Application to Employ Richard Samson as Attorney for Trustee
 Filed by RICHARD SAMSON . (SAMSON, RICHARD)

Next Clear

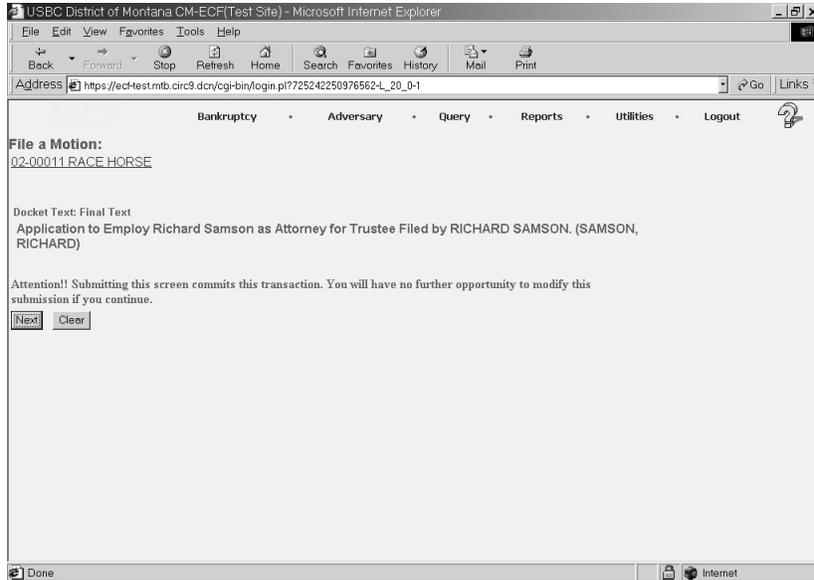
To add a prefix to docket text of motion/application:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.

To add additional text:

- ◆ Click in the second box.
- ◆ Type in any additional description of motion/application.
- ◆ Click on **Next** to continue

STEP 13 Docket Text: Final Text screen appears.



- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.



The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]

Note: You will receive the following screen if you attempt to access the docket or document through the links provided on the Notice of Electronic Filing screen.