

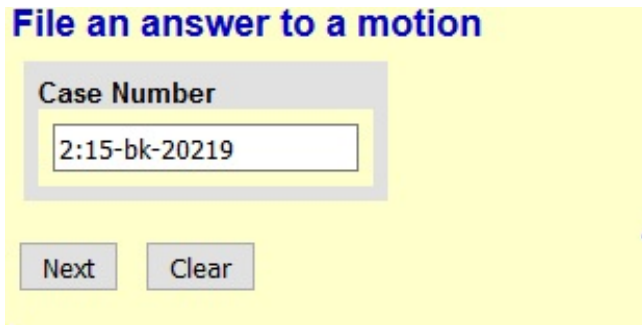
OBJECTION TO MOTION TO MODIFY STAY
LOCAL RULE 4001-1(c)

Any time you are responding/objectioning to a Motion you will need to go to the category Answer/Response.

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

STEP 2 Select **Reference an Existing motion/application** from the menu by double-clicking on the selection.

STEP 3 The **Case Number** entry screen appears.



File an answer to a motion

Case Number

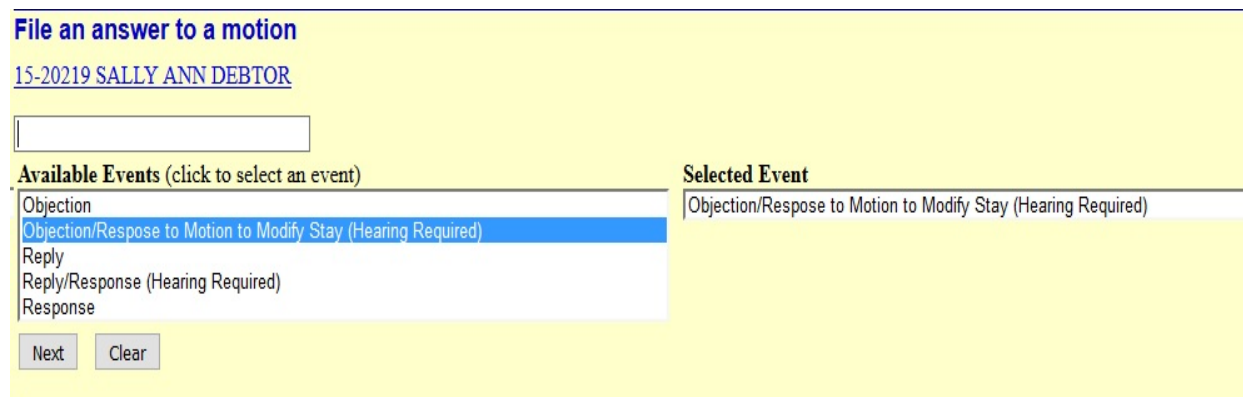
2:15-bk-20219

Next 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 4 This screen allows you to select the type of pleading being filed.

- . 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.



File an answer to a motion

[15-20219 SALLY ANN DEBTOR](#)

Available Events (click to select an event)	Selected Event
Objection	Objection/Response to Motion to Modify Stay (Hearing Required)
Objection/Response to Motion to Modify Stay (Hearing Required)	
Reply	
Reply/Response (Hearing Required)	
Response	

Next Clear

STEP 5 This screen allows you to select whether or not you are filing the objection/ response with a joint attorney.

File an answer to a motion:

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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 6**.

- . 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 6 Select the Party screen appears:

File an answer to a motion:

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Select the Party:

DEBTOR, SALLY ANN [Debtor] ^
FIRST MORTGAGE CO, [Creditor]
OFFICE OF THE U.S. TRUSTEE, [U.S. Trustee]
WELLS FARGO BANK, [Creditor] v

[Add/Create New Party](#)

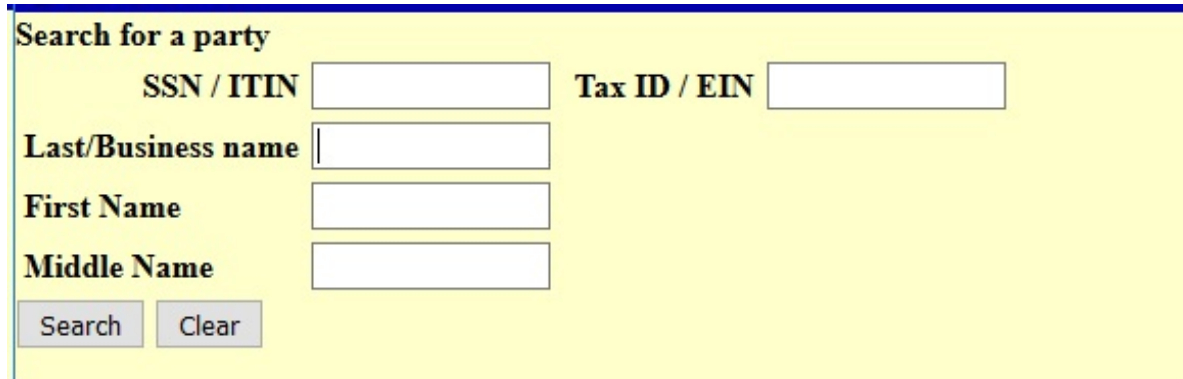
Next Clear

- . If the name of party/filer is listed, click on the name(s), click on

Next and then proceed to **Step 9**. [If the selection box is full, use the scroll arrows to further search for the party name(s)]
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(s) is not listed, click on **Add/Create New Party**

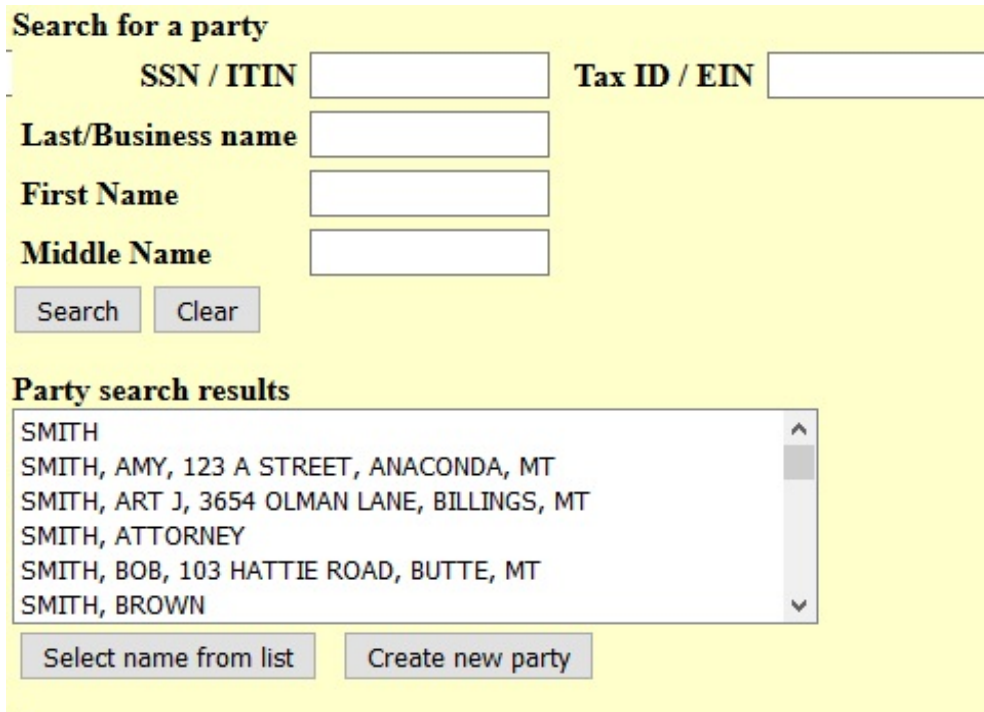
The **Search for a party** screen appears.



The screenshot shows a form titled "Search for a party" with a yellow background. It contains several input fields: "SSN / ITIN" and "Tax ID / EIN" (both with empty text boxes), "Last/Business name" (with an empty text box), "First Name" (with an empty text box), and "Middle Name" (with an empty text box). At the bottom left, there are two buttons: "Search" and "Clear".

- . 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



The screenshot shows the "Search for a party" form with the "Party search results" section expanded. The search results are displayed in a scrollable list box containing the following text: "SMITH", "SMITH, AMY, 123 A STREET, ANACONDA, MT", "SMITH, ART J, 3654 OLMAN LANE, BILLINGS, MT", "SMITH, ATTORNEY", "SMITH, BOB, 103 HATTIE ROAD, BUTTE, MT", and "SMITH, BROWN". Below the list box are two buttons: "Select name from list" and "Create new party".

- . If the name(s) is not listed, click on **Create a New Party** proceed to **Step 7**.
- . If the name(s) is listed, click on it. Click **Select name(s) 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 8**.

STEP 7 The **Party Information** screen will appear:

- . 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*

Party Information	
KEVIN SMITH SSN / ITIN:Unknown	
Office <input type="text"/>	Address 1 <input type="text"/>
Address 2 <input type="text"/>	Address 3 <input type="text"/>
City <input type="text"/>	State <input type="text"/> Zip <input type="text"/>
County <input type="text" value="v"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Role <input type="text" value="blank (blank:) v"/>	
Party text <input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Corporate parent / affiliate..."/>	

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). NO NEED TO ADD MAILING INFORMATION–YOU AS THE ATTORNEY RECEIVES THE NOTICES ON BEHALF OF YOUR CLIENT.

- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 8 The **Select the Party** screen appears with your party highlighted. Click on **Next**.

File an answer to a motion:

[15-20219 SALLY ANN DEBTOR](#)

Select the Party:

DEBTOR, SALLY ANN [Debtor]

FIRST MORTGAGE CO, [Creditor]

OFFICE OF THE U.S. TRUSTEE, [U.S. Trustee]

WELLS FARGO BANK, [Creditor]

[Add/Create New Party](#)

STEP 9 The **attorney/party association** screen appears.

File an answer to a motion:

[15-20219 SALLY ANN DEBTOR](#)

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.

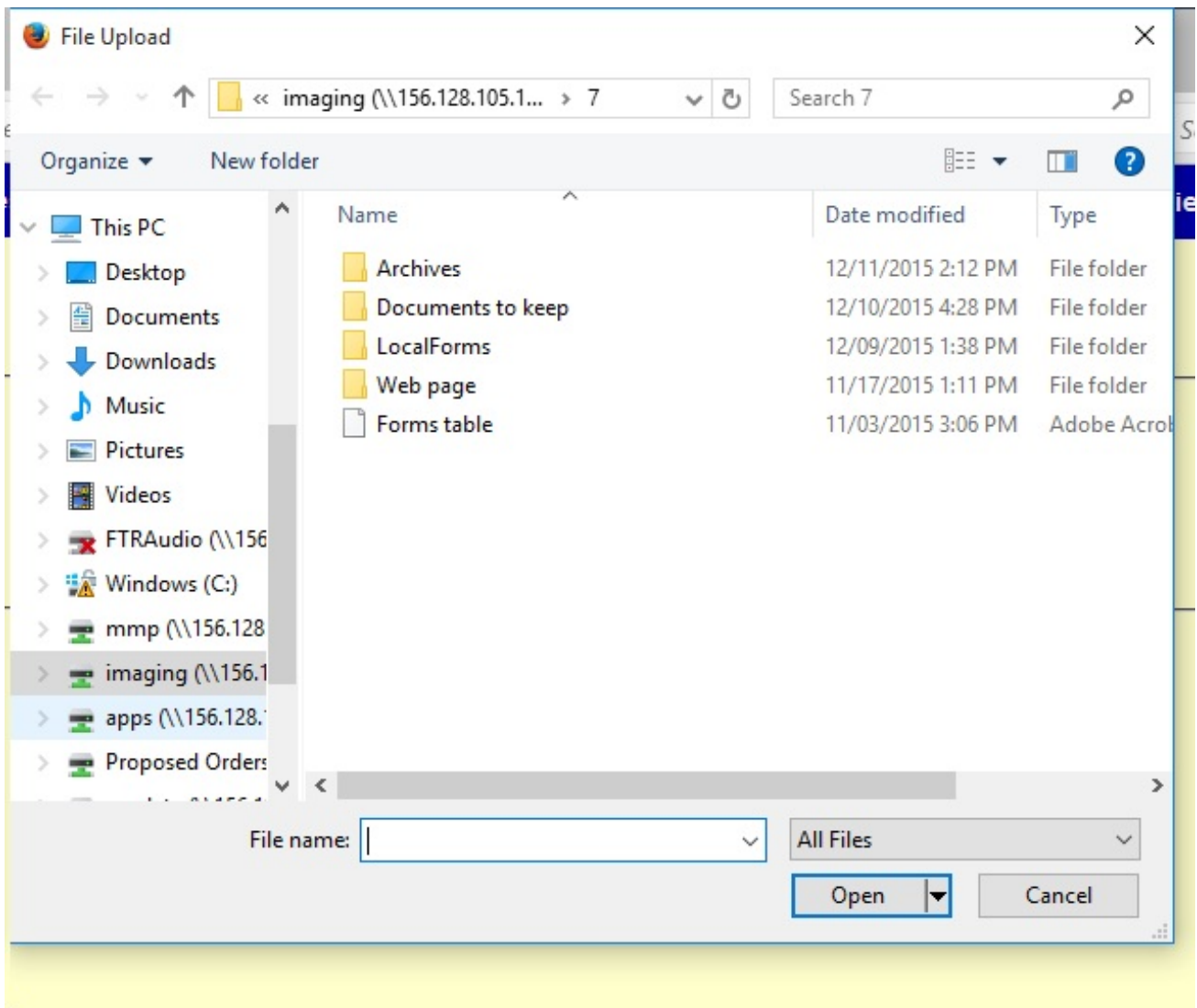
FIRST MORTGAGE CO, (cr:cr) represented by Skywalker, Luke (aty)

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 10 Select the PDF Document screen appears.

. 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. Right click and **Open** to view document.



- . Double Click or Click on **Open**. The following screen appears: . 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. Right click and **Open** to view document.
- . Double Click or Click on **Open**. The following screen appears:

File an answer to a motion:

[15-20219 SALLY ANN DEBTOR](#)

Filename

Copy of OBJ. TO RELIEF FROM STAY 31708.95.pdf

Attachments to Document: No Yes

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

- . Click on the radio button next to *Yes*.
- . Click on **Next**.

STEP 11 Select one or more attachments screen appears. All exhibits must be attached at this screen:

File an answer to a motion:

[15-20219 SALLY ANN DEBTOR](#)

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

TestDoc-A.pdf

2) Fill in the fields below.

Category	<i>and/or</i>	Description
<input type="text" value="Affidavit"/>		<input type="text"/>

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**

STEP 12 File an Answer to a Motion screen appears:

File an answer to a motion:

15-20219 SALLY ANN DEBTOR

Select the applicable motion(s)/application(s).

- 12/08/2015 2 Motion to Modify Stay Fee Amount \$176 Filed by Creditor FIRST MORTGAGE CO. Objection Due by 12/22/2015. (Attachments: # 1 Appendix) (Vader, DARTH)

Next

Clear



- . Scroll through the documents and click in the box of the related document.
- . Click on **Next**.


Step 13 Set a Hearing on the Objection to Motion/Application

File an answer to a motion:

15-20219 SALLY ANN DEBTOR

ATTN!! A MOTION TO MODIFY STAY REQUIRES THAT A HEARING BE SET WITHIN 30 DAYS FROM THE FILING DATE OF THE MOTION. IF NO HEARING DATE IS AVAILABLE WITHIN THE 30 DAYS, PLEASE SKIP THE HEARING INFORMATION AND COMPLETE THE TELEPHONIC HEARING INFORMATION TO SCHEDULE A PRELIMINARY HEARING VIA CONFERENCE CALL

Motion Hearing Information in order to enter a hearing date/time/location, you may obtain the necessary information from our website (www.mtb.uscourts.gov) or by contacting the Calendar Clerk at (406) 497-1240 Hearing Date: 12/18/2015  Hearing Time: 9:00 AM 

Location: BUTTE HEARINGS 400 N MAIN ST; 2ND FL CRTRM, BUTTE, MT 

Next

Clear

- . If setting a telephonic hearing, contact the Clerk's office for a time and date.
- . If setting a regular hearing, obtain a date from the Court's website.
- . Enter hearing time and date. Click in **Location** field and click on proper location. Click on **Next** to continue, or **Clear** to restart.

File an answer to a motion:

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Docket Text: Modify as Appropriate.

▾ Objection/Response to (related document(s): [2] Motion to Modify Stay Fee Amount \$176 filed by Creditor FIRST MORTGAGE CO) (related to motions(s)[2]) Filed by SALLY ANN DEBTOR (related documents(s) [2] Motion to Modify Stay (Fee Paid) filed by Creditor FIRST MORTGAGE CO). Motion Hearing scheduled for 12/18/2015 at 09:00 AM at BUTTE HEARINGS 400 N MAIN ST; 2ND FL CRTRM, BUTTE, MT. (Attachments: # (1) Affidavit) (Skywalker, Luke)

Next

Clear

To add a prefix to docket text of objection:

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

STEP 14 Docket Text: Final Text screen appears.

- . Verify docket entry as it appears on screen.

File an answer to a motion:

[15-20219 SALLY ANN DEBTOR](#)

Docket Text: Final Text

Objection/Response to (related document(s): [2] Motion to Modify Stay Fee Amount \$176 filed by Creditor FIRST MORTGAGE CO) (related to motions(s)[2]) Filed by SALLY ANN DEBTOR (related documents(s) [2] Motion to Modify Stay (Fee Paid) filed by Creditor FIRST MORTGAGE CO). Motion Hearing scheduled for 12/18/2015 at 09:00 AM at BUTTE HEARINGS 400 N MAIN ST; 2ND FL CRTRM, BUTTE, MT. (Attachments: # (1) Affidavit) (Skywalker, Luke)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next

Clear

- . 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.