

# Demonstration of e-filing a motion and self scheduling a hearing

*US Bankruptcy Court  
Middle District of PA*



# US Bankruptcy Court

Middle District of Pennsylvania

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- www.uscourts.gov
- New functionality in CM/ECF Release 4.2
- Guide to Docket Events and Noticing Procedures

Enter the last two digits of the case number (term digits) below to contact a case administrator

The public users of CM/ECF and PACER will experience interruptions in service on Saturday January 14, 2012

**There will be nationwide maintenance on the PACER system Saturday, January 14, 2012. The disruptions will begin at 9 AM ET and continue until 6 PM ET. PACER users may have sessions terminated or experience difficulty logging in to the system. We apologize for the inconvenience.**

### Training - New Procedures, Self-Scheduling, Noticing & Local Rules

In November 2011 the U.S. Bankruptcy Court for the Middle District of Pennsylvania presented two Networking with the Court seminars which provided training and information to the bar and their staff regarding new procedures, self-scheduling, noticing, and changes to the local rules.

The feedback on the content of these seminars was very positive and our Attorney Liaison Committee has asked that we offer additional sessions. We are pleased to announce four additional training dates and locations.

### Court Locations

#### Wilkes-Barre (directions)

274 Max Rosenn U.S. Courthouse  
197 South Main Street  
Wilkes-Barre, PA 18701

570-831-2500  
877-298-2053 (Toll Free)  
570-829-0249 (Fax) \*\*

#### Harrisburg (directions)

Ronald Reagan Federal Building  
228 Walnut Street Rm 320  
Harrisburg, PA 17108

#### Mailing Address

U.S. Bankruptcy Court  
P.O. Box 908  
Harrisburg, PA 17108-0908

717-901-2800  
888-531-9485 (Toll Free)  
717-901-2822 (Fax) \*\*

#### Williamsport (directions)

**Court Hearing Location ONLY**  
US Courthouse & Federal Building  
240 West Third Street  
Williamsport, PA 17701



**U.S. Bankruptcy Court  
Middle District of Pennsylvania**

**Court Calendar (v2.0)**  
[Public Access]

This program provides motion hearing dates. After selecting the motion you are filing, the program will calculate the proper objection deadline based on Federal and local rules. This date, not a period of time, is to be included in your notice. Please enter the case number and the date that the Notice of Motion was served. Click the **Continue** button to bring up the Motion Selection screen. Select a motion type and the program will list all hearing dates that are possible after the objection period has run. Do not delay docketing the motion in CM/ECF as the hearing date may no longer be valid if you wait. Counsel should contact the appropriate courtroom deputy by 12:00 noon the business day prior to the hearing to remove matters resolved by consent, withdrawal, no response and first requests for continuances.

Case and Date Entry	
Office Number:	<input type="radio"/> 1 (Harrisburg) <input type="radio"/> 4 (Williamsport) <input checked="" type="radio"/> 5 (Wilkes-Barre)
Case Number:	11-120
Case Type:	<input checked="" type="radio"/> Bankruptcy <input type="radio"/> Adversary
Date Notice Served:	1/13/2012

Continue

To see a list of future Motion Hearing Dates for each Judge, click [Here](#). These dates are provided for planning and convenience purposes only.

Select the motion you are filing; then  
click Next.

- Adequate Protection
- Automatic Stay (Relief from) *without concurrence*
- Cash Collateral Use
- Compel
- Deconsolidate
- Dismiss Ch. 11 Case (11 U.S.C. § 1112(b))
- Dismiss Ch. 11 Case (11 U.S.C. § 1112(e))
- Dismiss Ch. 12 Case (11 U.S.C. § 1208)
- Dismiss Ch. 13 Case (11 U.S.C. § 1307(b)(c))
- Dismiss Ch. 13 Case by Trustee(11 U.S.C. §§ 521(i) and 1307(c))
- Dismiss Ch. 13 Case by Trustee(11 U.S.C. §§ 521(i) and 1307(c)) (material default OR tax returns)
- Dismiss Ch. 7 Case (11 U.S.C. §§ 521(i) and 707(a))
- Dismiss Ch. 7 Case (11 U.S.C. §§ 521 and 707(a)(3))
- Dismiss Ch. 7 Case (11 U.S.C. § 707(b))
- Executory Contracts of Unexpired Leases, Assume or Reject
- Extend Time of Claims Bar Date (File a Late Claim)
- Incur Debt/Obtain Credit
- Modify Plan (Post Confirmation) by Trustee
- Mortgage, Declare Current
- Sale
- Substantive Consolidation
- Value Collateral

Next

## U.S. Bankruptcy Court Middle District of Pennsylvania

01/13/2012 at 3:03 PM

**In the Notice of Motion include the objection due date listed below and choose one of the listed hearing dates. Hearing dates are current as of the above date and time. However, if you delay docketing the motion in CM/ECF, the hearing date may no longer be valid.**

### Automatic Stay (Relief from)

Office Number	<b>5 (Wilkes-Barre)</b>
Case Number	<b>11-120</b>
Judge	<b>Thomas</b>
Trustee	<b>Schwab (Trustee)</b>
Service Date	<b>01/13/2012</b>
Objection Due Date	<b>01/30/2012</b>

### Valid Hearing Dates and Times

02/02/2012 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 48 matter(s) set

02/14/2012 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 14 matter(s) set

03/01/2012 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 5 matter(s) set

03/13/2012 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 0 matter(s) set

03/29/2012 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 1 matter(s) set

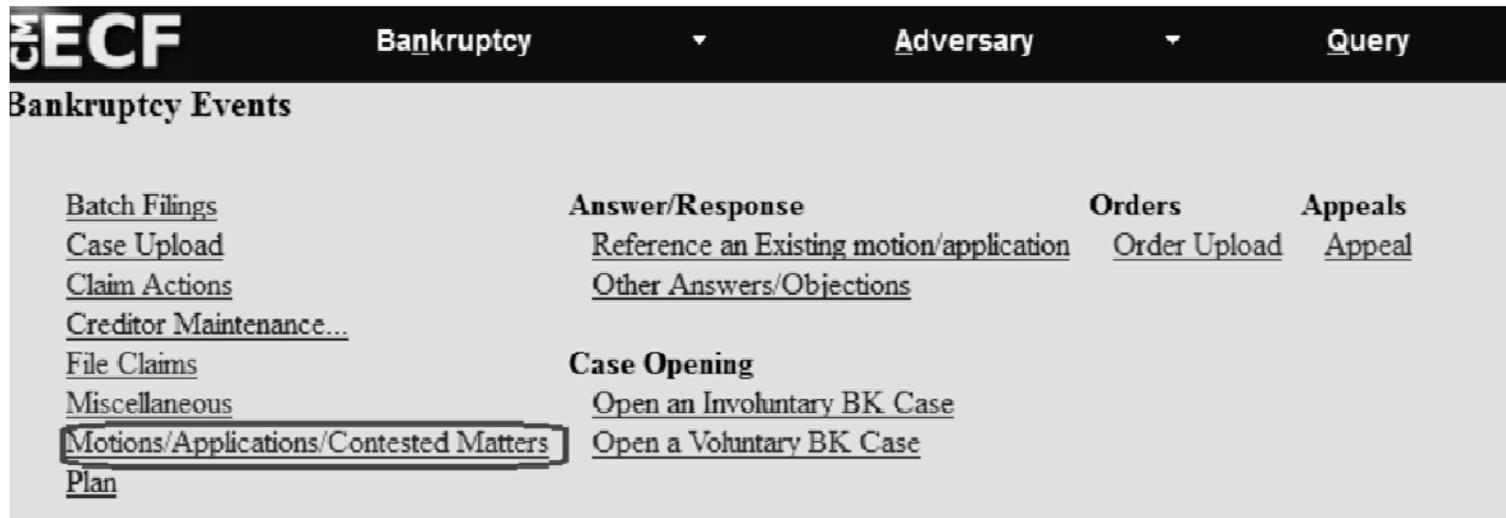
04/17/2012 at 09:30 am - Courtroom 2, 197 S Main St, Wilkes-Barre, PA - 1 matter(s) set

Return

**The objection date displayed has extra days added to it for mailing per the Federal Rules of Bankruptcy Procedure.**

# E-Filing a motion and self scheduling the hearing

Access the **Motions/Applications/Contested Matters** menu in CM/ECF



Enter the case number



# E-Filing a motion and self scheduling the hearing

For this demonstration we are filing a **Motion for Relief from Automatic Stay**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ S

**File a Motion/Application/Contested Matter**

1:11-bk-00120-RNO Jackie J Hillside

Type: bk Chapter: 13 v Office: 1 (Harrisburg)  
Assets: y Judge: RNO  
Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProSe, MotDism

stay Click your selection, or use arrows to highlight it and press Enter. Hold de

Available Events (click to select events)	Selected Events (click to remove)
Automatic Stay (Confirm Termination or Absence of)	Automatic Stay (Relief from)
Automatic Stay (Extend or Impose)	
Automatic Stay (Relief from Co-Debtor)	
<b>Automatic Stay (Relief from)</b>	
Automatic Stay (Terminate)	
Damages for Creditor Misconduct (other than violation of the stay or discharge injunction)	
Stay	

Next Clear

# E-Filing a motion and self scheduling the hearing

Select the **Party**

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there are navigation tabs: "Bankruptcy", "Adversary", "Query", and "Reports". The main heading is "File a Motion/Application/Contested Matter:". Below this, the case information is displayed: "1:11-bk-00120-RNO Jackie J Hillside". Further details include "Type: bk", "Chapter: 13 v", "Assets: y", "Judge: RNO", and "Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProS". The "Select the Party:" section features a dropdown menu with the following options: "DeHart, III (Trustee), Charles J [Trustee]", "GMAC, [Creditor]", "Hillside, Jackie J [Debtor]", and "United States Trustee, [Asst. U.S. Trustee]". To the right of the dropdown is a link that says "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

**NOTE:** If prompted with the following check box, be sure to check the box to associate the attorney with the filing party so the emails are sent to the attorney for filings in this case.

The screenshot shows a dialog box with the following text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below the text is a single checkbox that is checked, with the label "GMAC, (cr:cr) represented by Wilkinson, Emma (aty)". At the bottom of the dialog box are two buttons: "Next" and "Clear".

# E-Filing a motion and self scheduling the hearing

Select Yes or No with your mouse.

**File a Motion/Application/Contested Matter:**

1:11-bk-00120-RNO Jackie J Hillside

Type: bk Chapter: 13 v  
Assets: y Judge: RNO  
Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, I

**Is this an Amended Motion for Relief from Automatic Stay?**

Yes  
 No

Next Clear

Make a selection using your mouse or your keyboard (ex. **C** or **N**).

**File a Motion/Application/Contested Matter:**

1:11-bk-00120-RNO Jackie J Hillside

Type: bk Chapter: 13 v Office: 1 (Harrisbu  
Assets: y Judge: RNO  
Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProSe, MotDism, Fe

**Please select the type of concurrence/nonconcurrence being filed with this motion.**

Concurrence of Debtor AND Trustee  
Nonconcurrence

# E-Filing a motion and self scheduling the hearing

**Motion Hearing Dates (CHS)** links to the “Motion Hearing Dates (CHS)” program on the Court’s website if you did not access it prior to e-filing the motion.

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

**File a Motion/Application/Contested Matter:**

1:11-bk-00120-RNO Jackie J Hillside

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

Assets: y Judge: RNO

Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProSe, MotDism, FeeDueRFS

**This event is self scheduled through Motion Hearing Dates (CHS) and will require you to enter an objection and/or hearing date.**

**The filing should be accompanied by:**

- Motion/Pleading
- Notice of Motion
- Proposed Order
- Certificate of Service (evidencing service of the Motion/Pleading and Notice of Motion)



# E-Filing a motion and self scheduling the hearing

Select the hearing date and time that corresponds to the notice that was served.

**File a Motion/Application/Contested Matter:**

1:11-bk-00120-RNO Jackie J Hillside

Type: bk Chapter: 13 v Office: 10  
Assets: y Judge: RNO  
Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProSe, MotD

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**Objection Deadline:**

Objection due date:  

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**Hearing Information:**

Please select a hearing date from the list below.

- 02/09/2012 at 09:30 AM - Courtroom 2, 197 S Main St, Wilkes-Barre, PA
- 02/16/2012 at 10:00 AM - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA
- 03/08/2012 at 09:30 AM - Courtroom 2, 197 S Main St, Wilkes-Barre, PA
- 03/15/2012 at 10:00 AM - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA
- 04/12/2012 at 09:30 AM - Courtroom 2, 197 S Main St, Wilkes-Barre, PA
- 04/19/2012 at 10:00 AM - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA

# E-Filing a motion and self scheduling the hearing

Reminder of the filing fee.

**File a Motion/Application/Contested Matter:**

1:11-bk-00120-RNO Jackie J Hillside

Type: bk Chapter: 13 v  
Assets: y Judge: RNO  
Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMC

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**FILING FEE INFORMATION:**

**Please click the NEXT button to continue.**

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**Fee: \$176**

A NEW prompt to enter a description of the property.

**File a Motion/Application/Contested Matter:**

1:11-bk-00120-RNO Jackie J Hillside

Type: bk Chapter: 13 v OFF  
Assets: y Judge: RNO  
Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProSe

Enter Address or Description of Property:

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# E-Filing a motion and self scheduling the hearing

A preview of the final docket entry. Check to make sure the response and hearing information is correct.

## File a Motion/Application/Contested Matter:

1:11-bk-00120-RNO Jackie J Hillside

Type: bk

Chapter: 13 v

Office: 1 (Harrisburg)

Assets: y

Judge: RNO

Case Flag: FeeDueBK, PlnDue, NoMatrix, 521, CCDue, FMDueD, ProSe, MotDism, FeeDueRFS

### Docket Text: Final Text

**Motion for Relief from Automatic Stay with nonconcurrence and Notice of Self Scheduled Hearing with Objection Deadline. Re: 2011 GMC Yukon XLT. Filing fee due in the amount of 176.00. Notice served on 1/13/2012. Filed by Emma Wilkinson of Wilkinson and Barre LLP on behalf of GMAC. Objections due by 1/30/2012. Hearing scheduled for 02/16/2012 at 10:00 AM - 3rd & Walnut Sts, 3rd Fl Courtroom, Harrisburg, PA. (Attachments: # (1) Certificate of Service # (2) Proposed Order) (Wilkinson, Emma)**

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

**Have you redacted?**

