

## Special Situations and Instructions

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### Certificates of Service for a Notice of Hearing

Filing a certificate of service for a hearing can be confusing but if you remember the rules below and follow the procedure, you will not have a problem.

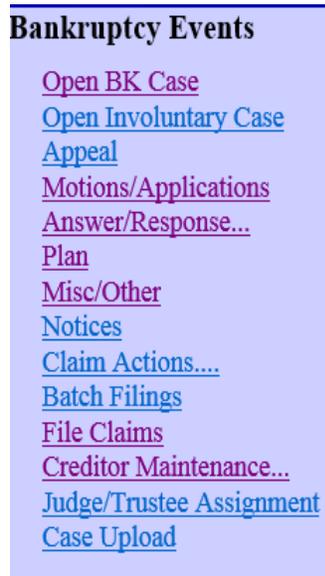
#### **Rules to Remember:**

- Link the Certificate of Service of the Notice of Hearing to the original pleading or document which was set for hearing (e.g., Motion to Avoid Lien, Motion for Relief, or the Objection to Claim.)
- **DO NOT** link the Certificate of Service of Notice of Hearing to the hearing or to an order scheduling the hearing.

**Step 1** Click Bankruptcy on the Main Menu bar.



**Step 2** Select **Misc/Other** category.



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**Step 3** Enter your case number and click **Next**.

**Step 4** Under the **Misc/Other category**, select **Certificate of Service of Notice of Hearing** and click **Next**.

**Note:** Do Not pick just the Certificate of Service, select Certificate of Service of Notice of Hearing.

**Step 5** Click **Next** at the joint filing with other attorney screen.

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**Step 6** Select the party and click **Next**.

**Miscellaneous:**

[02-12345 Mark Siarvilvrk and Joe Smoetmite](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
 Assets: y Judge: HJB  
 Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Select the Party:**

[Creditor] [Add/Create New Party](#)

Aylward, Jillian Kindlund [Trustee]  
**Chrysler Credit Corporation, [Creditor]**  
 Maarkarkrk, Mark [Defendant]  
 Maavoadovid, David B. [Defendant]  
 Rodolakis, Stephan M. [Trustee]  
 Rodolakis, Stephan M. [Cross Defendant]  
 Siarvilvrk, Mark [Debtor]

**Step 7** Browse and attach the **Certificate of Service of Notice of Hearing** and click **Next**.

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**Filename**

**Attachments to Document:**  No  Yes

**Note:** The Notice of Hearing may be uploaded as part of the Certificate of Service or as an attachment during this step.

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**Step 8** The next screen is a reminder to Please link (refer) to the original pleading which was set for hearing (not the hearing scheduled event). Click **Next**.

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**PLEASE LINK (REFER) TO THE ORIGINAL PLEADING WHICH WAS SET FOR HEARING (NOT THE HEARING SCHEDULED EVENT).**

**Step 9** A screen will display asking “Refer to Existing Event(s)?” **Check the box** and click **Next** to continue.

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**Refer to existing event(s)?**

**Step 10** **Select the category for the original pleading the hearing has been scheduled for** (e.g., Motion to Avoid Lien, Motion for Relief, or an Objection to Claim - you may select more than one category.) and click **Next** to continue.

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Select the category to which your event relates.

answer  
appeal  
audio  
auditor  
caseupld  
claims  
cmp  
court  
crbatch  
crditcrd

Filed  to

Documents  to

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#### Step 11 Check the box for the correct event and click **Next** to continue.

- Creditor Corporation (smith\_crt, ) *(Terminated)*
- 02/05/2003 159 Order Granting Motion for Temporary Restraining Order (Re: 158 ) 2/5/2003. (smith\_crt, )
  - 02/05/2003 160 Motion to Change Venue Filed by Trustee Jillian Kindlund Aylward (smith\_crt, )
  - 02/05/2003 161 Motion to Appear Telephonically Filed by Debtor Mark Silver (smith\_crt, )
  - 02/05/2003 162 Motion for Relief from Stay and Adequate Protection Re: 13 Main St., Worcester, MA Receipt Number cc, Fee Amount \$75, . Filed by Defendant Mark Marky Objections due by 2/18/2003. (smith\_crt, )
  - 02/05/2003 163 Motion to Convert Case From Chapter 12 to 11 . Receipt Number cc, Fee Amount \$600 Filed by Trustee Jillian Kindlund Aylward (smith\_crt, )
  - 02/13/2003 164 Trustee's No Asset Report. (crossen\_crt, )
  - 02/19/2003 165 Motion for Relief from Stay Re: 13 Main St.. Receipt Number cc, Fee Amount \$75, Filed by Creditor ABC Creditor Corporation Objections due by 3/4/2003. (smith\_crt, )
  - 03/01/2003 167 Order to Update . Matrix Due 3/6/2003. Petition Preparer Disclosure due 3/11/2003. Statement of Intent due 3/31/2003. Corporate Vote due by 3/10/2003. Schedule A due 3/17/2003. Schedule B due 3/17/2003. Schedule C due 3/17/2003. Incomplete Filings due by 3/17/2003. (crossen\_crt, )
  - 03/04/2003 Corrective Entry (RE: 9 Motion to Appoint Creditors Committee filed by Debtor Mark Silver) (crossen\_crt, )
  - 03/06/2003 168 Motion for Joint Administration with Case # 03-40055 Filed by Debtor Mark Silver (smith\_crt, ) *(Terminated)*
  - 03/06/2003 169 Order Granting Motion For Joint Administration on Case 02-12345 (Re: 168 ) 3/6/2003. (smith\_crt, )
  - 03/06/2003 170 Order to Update. Statement of Intent due 4/7/2003. (smith\_crt, )

#### Step 12 Modify the text as necessary and click **Next**.

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Type: bk Chapter: 7 v Office: 1 (Boston)

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Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

Docket Text: Modify as Appropriate.

Certificate of Service of Notice of Hearing  (Re: [165] Motion for Relief From Stay) filed by Creditor Chrysler Credit Corporation (Smith, Attorney)

#### Step 13 Click **Next** on the Final Text screen to complete the filing.

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Assets: y Judge: HJB

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

Docket Text: Final Text

Certificate of Service of Notice of Hearing (Re: [165] Motion for Relief From Stay) filed by Creditor Chrysler Credit Corporation (Smith, Attorney)

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

Have you redacted?

**Step 14** The **Notice of Electronic Filing** screen displays verifying the filing has been sent to the Court

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**United States Bankruptcy Court**  
**District of Massachusetts TRAIN DATABASE**

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/4/2015 at 4:37 PM EST and filed on 11/4/2015

**Case Name:** Mark Siarvilvrk and Joe Smoetmite

**Case Number:** [02-12345](#)

**Document Number:** [234](#)

**Docket Text:**

Certificate of Service of Notice of Hearing (Re: [165] Motion for Relief From Stay) filed by Creditor Chrysler Credit Corporation (Smith, Attorney)

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

**Document description:**Main Document

**Original filename:**H:\Attorney Training Files\Adversary Proceeding Whelan.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1021399670 [Date=11/4/2015] [FileNumber=181973-0]  
[079cdd936f7ebb028c3cece1e93e7034dee8c11b194e8637b6ff1bbde9cde1a89ebe  
0827660f15c3b0404a6d0037007552f1c61839702a21105846fd6cb8dee9]]