
Stipulations and Motions to Approve Stipulations

Rules to Remember:

- Motions to Approve a Stipulation and Stipulations themselves **must** be filed as separate documents. You **must** create two separate PDF files to enter them correctly. (Certificates of Service may always be filed with the Motion as an attachment.)
- Amended Motions are always linked to the **original motion**.
- Amended Responses/Objections are always linked to the **original motion**.

- Step 1** File the Stipulation first. Select the **Stipulation event** (found in the **Other category**.)
- Step 2** Select all of the parties to the stipulation as the filers.
- Step 3** Browse and select the Stipulation. Click **Next** to continue.
- Step 4** A screen will appear Refer to existing events? **Check the box** and click **Next** to continue.
- Step 5** **Link the Stipulation** to the original document or event. Do not link it to the response, objection/opposition or hearing. (e.g., Link to the Motion for Relief from Stay, the Motion to Sell, the Objection to Claim.) and complete your transaction.
- Step 6** Next, file your Motion to Approve the Stipulation and link it to the previously filed Stipulation.
- Step 7** Certificates of Service may be filed as part of the Motion to Approve or as a separate document linked to both the Stipulation and the Motion to Approve.