

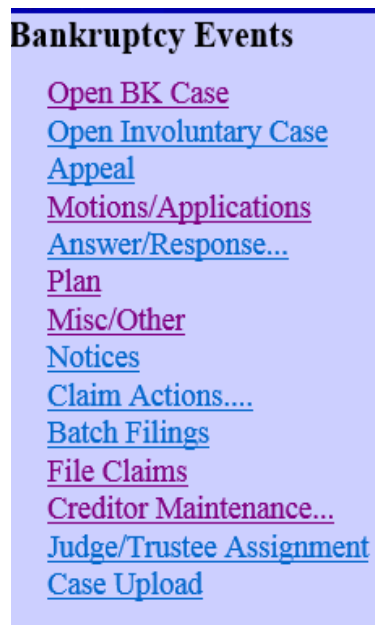
Filing a Motion/Application and an Objection/OppositionMotions

The steps below show how to docket a motion. The example illustrated is a Motion for Relief from Stay with an Attached Proposed Order.

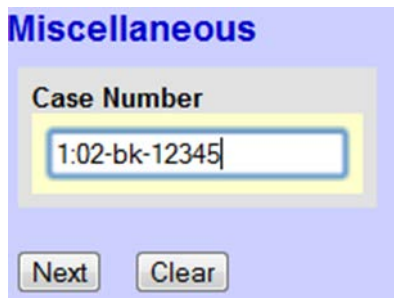
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select the **Motions/Applications** Category



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

A screenshot of the Miscellaneous case number entry form. The form is titled "Miscellaneous" and has a "Case Number" label. Below the label is a text input field containing the case number "1:02-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Filing a Motion/Application and an Objection/Opposition

Note: If the system prompts that you have entered an invalid case number, click the back button to try again. You may use the back button at any time during this process to verify former screens until the final submission.

You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

Step 4 Select **Relief from Stay/Co-Debtor Stay** and Click Next.

File a Motion

[12-10108 Jack Russell](#)

Type: bk Chapter: 13 v Office: 1 (Boston)
 Assets: y Case Flag: DebtEd

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none"> Refund Reinstate Case Reinstate Document Relief from Stay/Co-Debtor Stay Remand Remove or Remove Party Reopen Case Restrict Public Access Sale Sanctions/Costs Seal Secure Claims Set Bar Date 	<ul style="list-style-type: none"> Relief from Stay/Co-Debtor Stay

Next Clear

Step 5 Unless you are filing this with another attorney, Click **Next** to continue.

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

File a Motion:

[11-10007 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: JNF Case Flag: DebtEd

Select the Party:

[Add/Create New Party](#)

- Dwyer, Kathleen P. [Trustee]
- Smith, Jane [U.S. Trustee]
- System, Robert [Debtor]**

Next Clear

Filing a Motion/Application and an Objection/Opposition

Note: If the party name (ex. Chrysler Credit Corporation) does not display in the **Select the Party** box, they need to be added to this case. Click the Add/Create New Party hyperlink

1. Click in the **Last/Business name** box and enter the last name or business name of the party. A minimum of two characters is required here.
2. Click **Search** to locate any records beginning with the party's name, i.e., "Chrysler."
3. The system will then display a list of all parties whose names match the character string you entered. If there is no matches, click on the Create New Party button and proceed to Step 7.
4. Your name search may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification.
5. If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **Create New Party** button to add a new person record with this address.

Step 7

The following screen will appear to create a new party. Fields for the **Party Information** screen are presented for entry. Notice the search clue you entered has been saved. Complete all appropriate name fields. The entire business name should be entered in the Last Name field.

Party Information

Chrysler Credit 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"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Role <input type="text" value="Creditor (cr.cr)"/>	
Party text <input type="text"/>	

Filing a Motion/Application and an Objection/Opposition

Note: Address information should be blank or in c/o of the attorney. Noticing for parties will be done through their attorney so the noticing program will retrieve the attorney's address which is already in the attorney roll.

1. Click the **Role** pick list arrow ▼ and highlight Creditor (cr:cr).

Note: Do Not select Petitioning Creditor as this role is for Involuntary Petitions only.

2. Click **Submit**.

Step 8 The **Party Selection** screen displays again. The new party to the case, i.e., Chrysler Credit Corporation, can now be selected as the party filer. Click **Next** to continue.

The screenshot shows a web interface titled "File a Motion:". At the top, there is a link "11-10007 Robert System". Below this, there are three columns of case information: "Type: bk", "Assets: n", "Chapter: 7 v", "Judge: JNF", "Office: 1 (Boston)", and "Case Flag: DebtEd". The main section is titled "Select the Party:" and contains a list box with the following options: "Dwyer, Kathleen P. [Trustee]", "Smith, Jane [U.S. Trustee]", "System, Robert [Debtor]", and "chrysler credit corp. [Creditor]". The "chrysler credit corp. [Creditor]" option is highlighted. To the right of the list box is a link "Add/Create New Party". At the bottom left, there are two buttons: "Next" and "Clear".

Filing a Motion/Application and an Objection/Opposition

Step 9 The **Attorney/Party Association** screen presents a check box to create the link between the creditor and their attorney. Verify that the box is checked and click **Next**.

File a Motion:

[12-10108 Jack Russell](#)

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Case Flag: DebtEd	

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.

Chrysler, (cr:cr) represented by Smith, Attorney (aty)

Note: Both court staff and attorneys users **MUST** ensure this box is checked in order to create the attorney record and have the attorney added to the case. If this box is not checked, the attorney filer will appear in docket text but the attorney will **NOT** be listed on the party pick list, display in Query, nor receive any notices for this case.

Step 10 Browse and attach your Relief from Stay and **Click Next**.

File a Motion:

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Filename

Attachments to Document: No Yes

Note: Additional documentation such as a proposed order, an affidavit or exhibit may be **attached** to each motion or application. **An attachment must be 50 pages or less. See MLBR Electronic Filing Rule 5 ATTACHMENTS AND EXHIBITS.**

To illustrate this feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach additional documents to the motion. This exercise will show the process of an attached proposed order.

Filing a Motion/Application and an Objection/Opposition

The PDF file for the motions are not **attachments**. An **attachment** is another supporting document, such as affidavit, exhibits or proposed order.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

Step 11 Since you clicked the **yes** radio button, the **Attachment** screen displays.

File a Motion:

11-10007 Robert System
Type: bk Chapter: 7 v Office: 1 (Boston)
Assets: n Judge: JNF Case Flag: DebtEd

Select one or more attachments.
1) Select the PDF document that contains the attachment.

Filename

2) Fill in the fields below.

Category and/or Description

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.

Note: There are three steps to the attachment process:

1. Click **Browse** then navigate to the drive and directory where the appropriate PDF file for the affidavit is located and select it with your mouse.
2. Select the **Proposed Order** as the attachment type from the category drop down list.

You may enter a description in the **Description Box**. This space is used to further describe the attachment. For instance, if you are attaching an exhibit, you would choose exhibit from the category drop down and you would enter "A " to signify this is Exhibit A. This

Filing a Motion/Application and an Objection/Opposition

description appears in docket text.

Note: The system requires an entry of either the **Type**, the **Description** box, or both.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 through 3 on this screen.

Note: You may continue to add attachments. For example, a Motion for Relief from Stay may have a Proposed Order, Exhibits including the loan agreements or property descriptions.

4. Once you have completed your attachments, click **Next** to continue.

Step 12 Select the appropriate relief from stay on the following screen.

File a Motion:

[12-10108 Jack Russell](#)

Type: bk	Chapter: 13 v	Office: 1 (Boston)
Assets: y	Case Flag: DebtEd	

Please select one.

for Relief from Stay

for Relief from Co-Debtor Stay

for Relief from Stay and Co-Debtor Stay

Filing a Motion/Application and an Objection/Opposition

- Step 13** The **Enter Property** screen appears. Enter information which is specific to the property you are seeking to lift the stay on. For example, if it is a home, enter the address, a car, enter the year, make, model, and only if necessary, a VIN number. Click **Next** to continue.

File a Motion:

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Enter Property

- Step 14** The **Objection Due Date** screen will appear. Click **Next** to continue.

File a Motion:

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Objection due date: 02/3/2012

- Step 15** The **Fee** screen appears for the entry of filing fee information. The fee amount displays as a default and cannot be changed. Click **Next** to continue.

File a Motion:

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Fee: \$176

- Step 16** Modify the text as appropriate and Click **Next**.

File a Motion:

[11-10007 Robert System](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: JNF	Case Flag: DebtEd

Docket Text: **Modify as Appropriate.**

Motion filed by Debtor Robert System for Relief from Stay Re: Diamond Ring Fee Amount \$176, Objections due by 04/29/2014. (Love, A)

Filing a Motion/Application and an Objection/Opposition

Note: Use the pull-down boxes before and after the motion text to indicate whether this is an amended motion and/or whether it is being filed with a certificate of service.

Step 17 **Final Text.** Proofread this screen carefully and click **Next**.

File a Motion:

11-10007 Robert System
 Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: JNF Case Flag: DebtEd

Docket Text: Final Text
Motion filed by Debtor Robert System for Relief from Stay Re: Diamond Ring Fee Amount \$176, Objections due by 02/3/2012. (Attachments: # (1) Exhibit A) (Love, A)

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

Note: This is your final opportunity to review the docket text. Click the browser **Back** button at the top of the screen to return to the needed screen to make corrections or click on Bankruptcy and start over.

Clicking **Next** commits the transaction to the database and can no longer be modified by you.

Step 18 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

File a Motion:

11-10007 Robert System
 Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: JNF Case Flag: DebtEd

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

Notice of Electronic Filing

The following transaction was received from M Murray entered on 3/13/2012 at 9:04 AM EDT and filed on 3/13/2012
Case Name: Robert System
Case Number: 11-10007
Document Number: 5

Docket Text:
 Application to Pay Filing Fee in Installments filed by Debtor Robert System (Murray, M)

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

Document description:Main Document
Original filename:O:\02-01-2006 Training Files\13 Plan.pdf
Electronic document Stamp:
 [STAMP bkccfStamp_ID=1021399670 [Date=3/13/2012] [FileNumber=173471-0]
 [26d42256fc4f2242bc7e608c04ba94f913eb97c4f96c6a6afac40d8b6cf2ac1122ea7
 4659dccc0c2cd04a2fd4cd29006256ae39be8557f85f89e11487b9e9896]]

11-10007 Notice will be electronically mailed to:
 A Love on behalf of Debtor Robert System
 amber_love@mab.uscourts.gov

attorney - garrity on behalf of Debtor Robert System
 eileen_garrity@mab.uscourts.gov

11-10007 Notice will not be electronically mailed to:
 Kathleen P. Dwyer
 Arditt & Morse, P. C.
 One Corporate Place

Filing a Motion/Application and an Objection/Opposition

Step 19 Click the **Pay Now** button or continue filing.

File a Motion:

[11-10007 Robert System](#)
 Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: JNF Case Flow: DebtFd

Summary of current charges

Date Incurred	Description	Amount
2012-01-20 15:23:07	Motion for Relief From Stay(11-10007) [motion.mrfsfy] (176.00)	\$ 176.00
Total:		\$ 176.00

Notice of Electronic Filing

The following transaction was received from A Love e
Case Name: Robert System
Case Number: [11-10007](#)
Document Number: [2](#)

Docket Text:
 Motion filed by Debtor Robert System for Relief from

The following document(s) are associated with this tra

Document description:Main Document
Original filename:msab.circ1.dcn.dfs\users\alove.D
Electronic document Stamp:
 [STAMP bkccfStamp_ID=1021399670 [Date=1/20/12
 [5c0eb76c40236111d1dfed4634a8320bc77b891713
 925b04065c8699eb9a07ecfb0bca660e1b9a021591
Document description:Exhibit A
Original filename:StatementMonthlyIncome.pdf
Electronic document Stamp:
 [STAMP bkccfStamp_ID=1021399670 [Date=1/20/2012] [FileNumber=172226-1]
 [607c463448f377c226ba1e0bdce38bafea218d7cc05597a01572ceacfe76ba92c
 646eb59660cb536eaccc223aea59472fb2aebf21dc330847035a31961e01]]

11-10007 Notice will be electronically mailed to:
 A Love on behalf of Debtor Robert System

Note: Any fee due to the court, must be paid the same day. Failure to pay timely will result in your account being locked out.