



Slide 1

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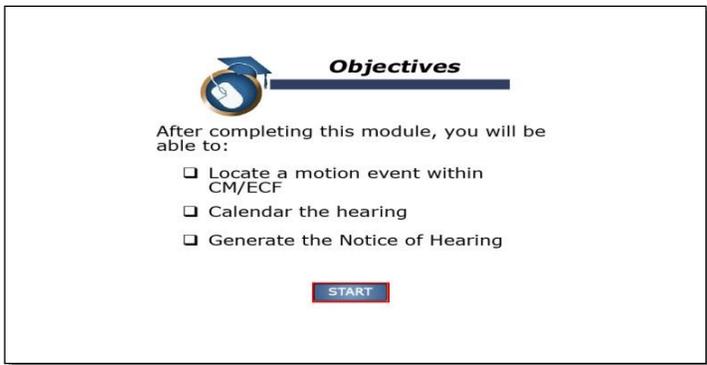
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Notes: Welcome to the training module on Self-Calendaring a Chapter 7 Motion.



Slide 2

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Notes: After completing this module, you will be able to locate a motion event within CM/ECF, calendar the hearing linked to this motion and generate the Notice of Hearing. Please note that a movant must file a Certificate of Service that substantially complies with LF-46, Certificate of Service and Certificate of Compliance with LR 9073-1(D), for any matter in which a Notice of Hearing has been entered. When you are ready to begin, click START.



Slide 3

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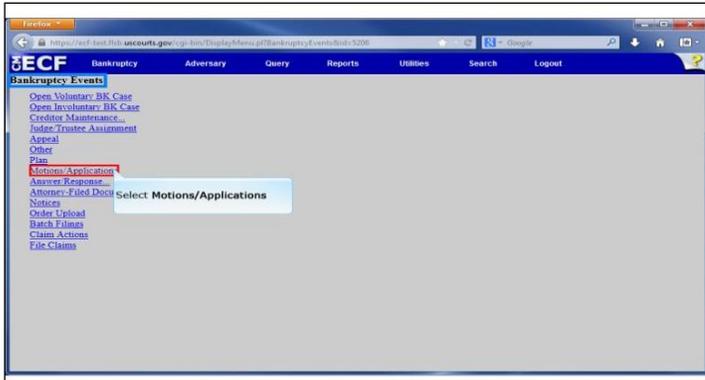
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Notes: From the Main Menu bar, click Bankruptcy.



Slide 4

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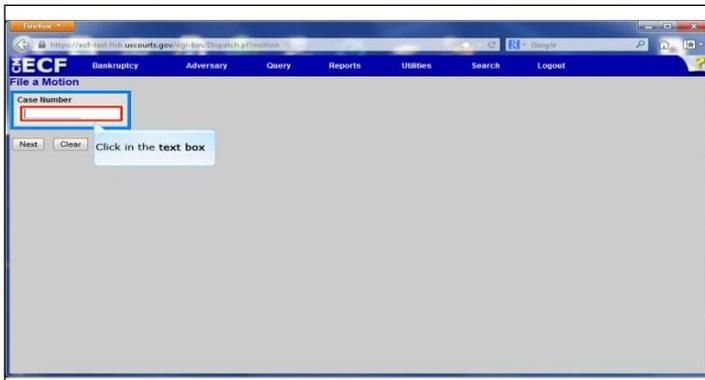
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Notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list.



Slide 5

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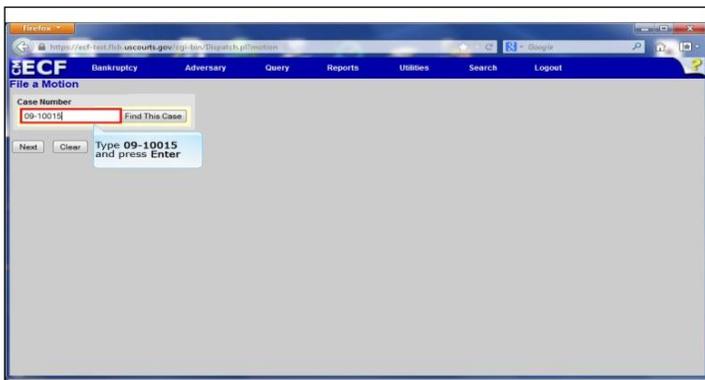
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Notes: The Case Number screen will appear. Click in the text box.



Slide 6

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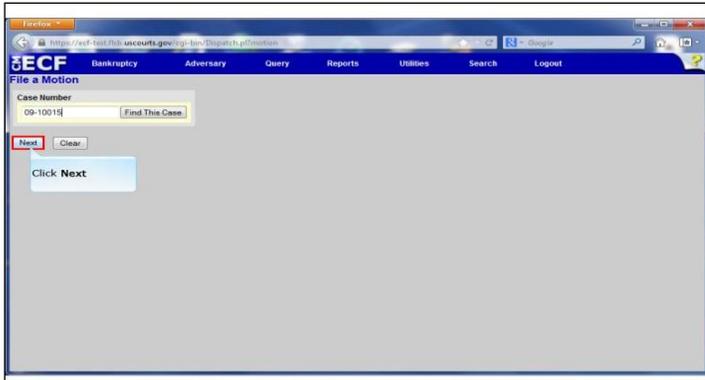
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Notes: Type the case number and press Enter.



Slide 7

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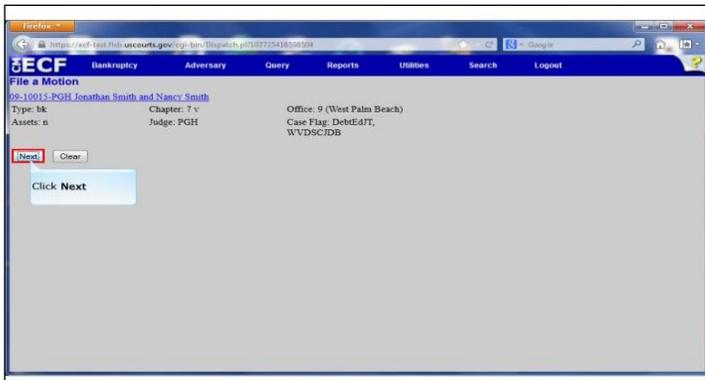
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Notes: Click Next to continue.



Slide 8

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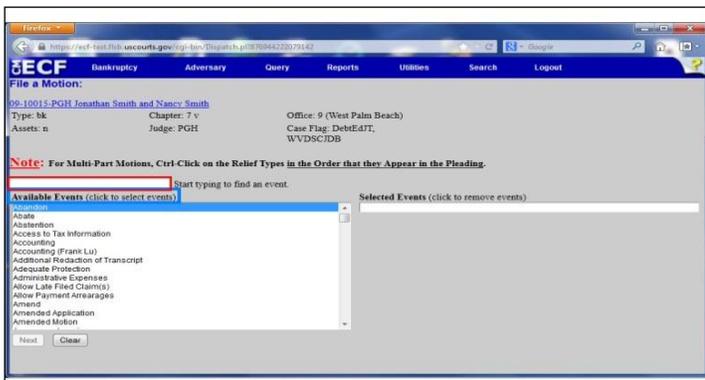
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Notes: Confirm the case information and click Next.



Slide 9

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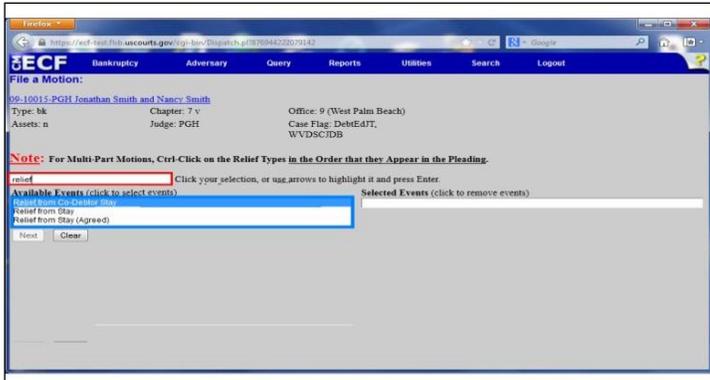
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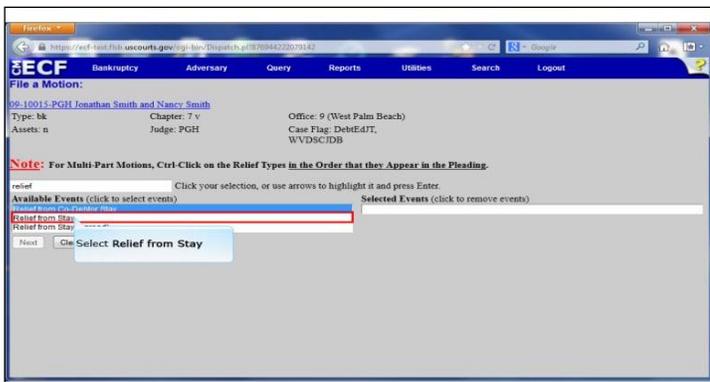
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Notes: The Available Events screen will appear. Click in the text box.



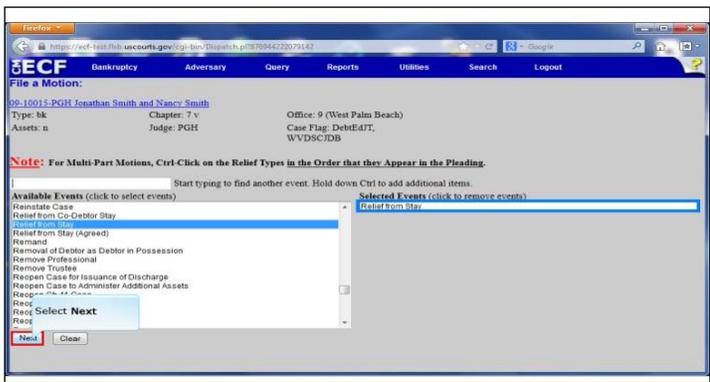
Slide 10

Notes: Type "relief" to narrow your search of available events.



Slide 11

Notes: Select Relief from Stay from the list.



Slide 12

Notes: Confirm that Relief from Stay now appears in the Selected Events field and click Next to continue.



Slide 13

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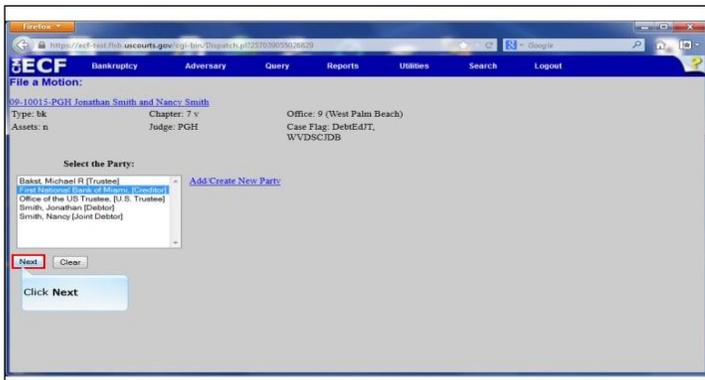
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Notes: The Select a Party screen will appear. If the party is not listed or is not an exact match you would click Add/Create New Party. We are filing on behalf of the creditor First National Bank of Miami. For this tutorial, the creditor listed is an exact match. Select the Creditor from the list.



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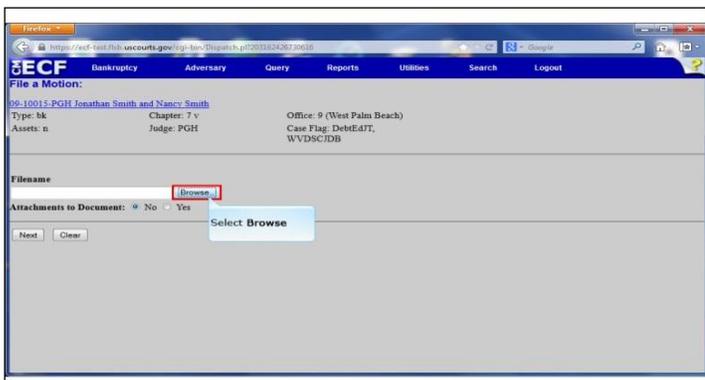
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Notes: Once highlighted, click Next to continue.



Slide 15

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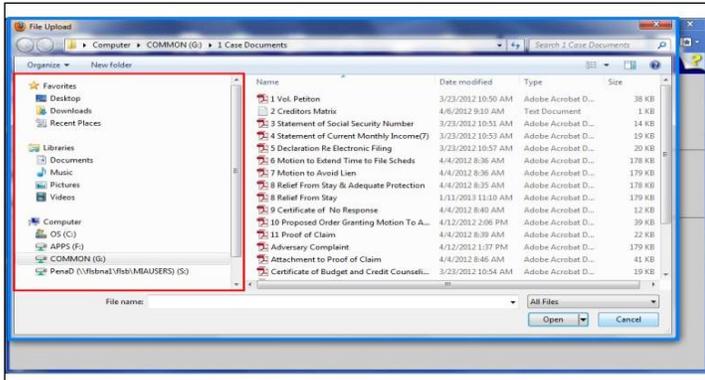
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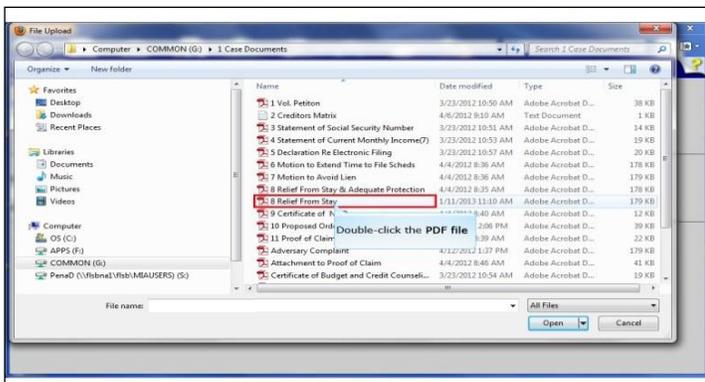
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Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



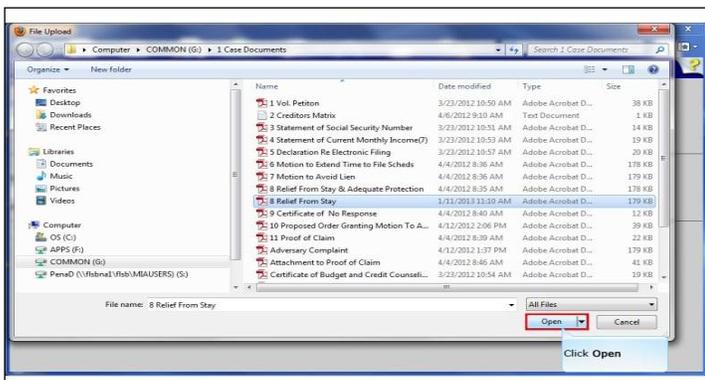
Slide 16

Notes: The File Upload dialogue box will appear. Navigate to the directory where the saved PDF file is located.



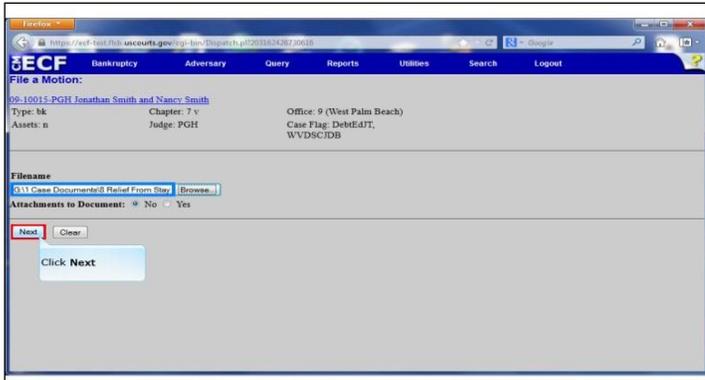
Slide 17

Notes: Before uploading, verify the correct PDF file is selected and it is complete and legible. The motion should NOT include the hearing date, time or location. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



Slide 18

Notes: Click Open to associate the file with the case.



Slide 19

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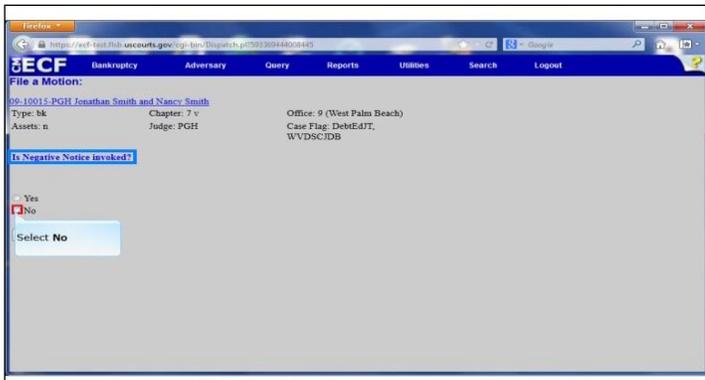
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Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 20

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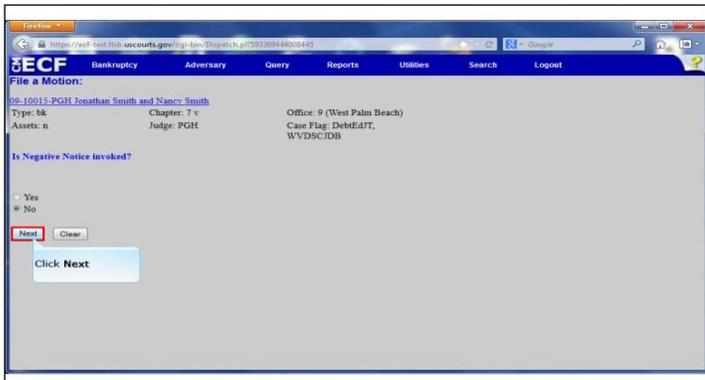
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Notes: The Negative Notice screen will appear. If you answer Yes at the prompt, the motion will be filed but not calendared. For this tutorial, select No.



Slide 21

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Notes: Click Next to continue.



Slide 22

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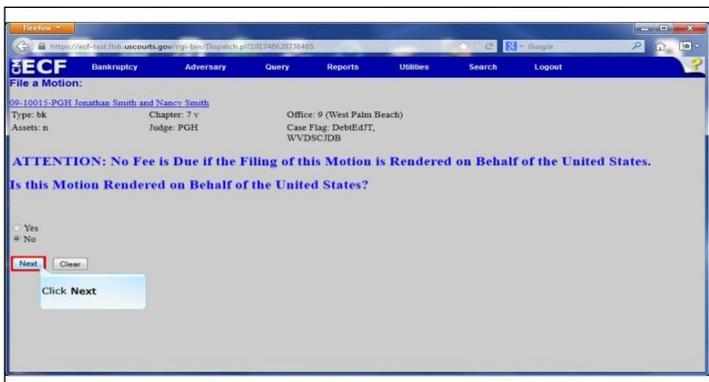
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Notes: The Information Screen will appear. Select No at the prompt.



Slide 23

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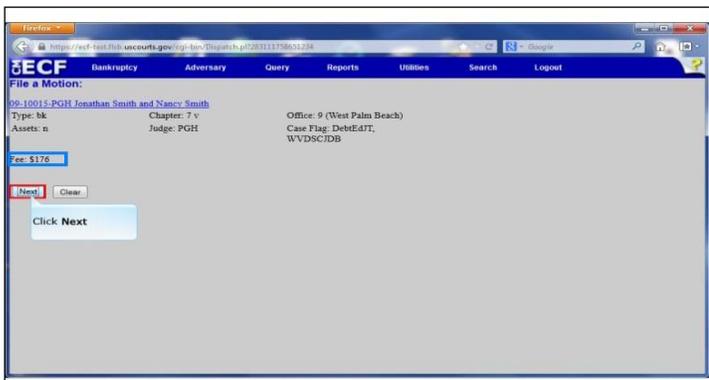
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Notes: Click Next to continue.



Slide 24

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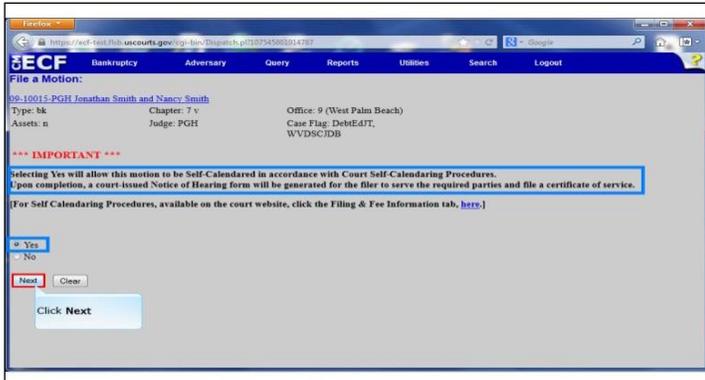
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Notes: The Fee screen will appear. This screen confirms the statutory fee that will be charged. Click Next to continue.



Slide 25

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Notes: To enable self-calendaring of this motion, select Yes and click Next to continue.



Slide 26

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Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



Slide 27

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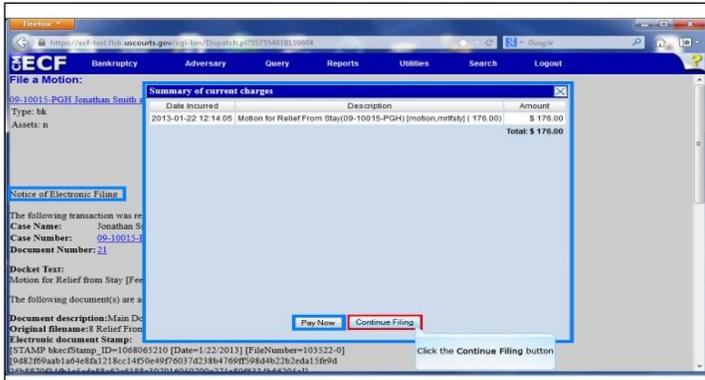
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 28

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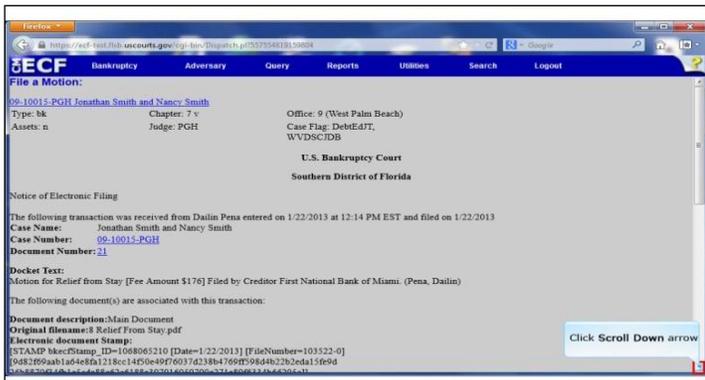
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Notes: The NEF screen will appear along with the Summary of Current Charges dialog box. Normally, you would select Pay Now to avoid being locked out due to outstanding fees. For steps on how to pay for current charges refer to the lesson on Paying Filing Fees in the last module. For the purposes of this tutorial, select Continue Filing to return to the NEF screen.



Slide 29

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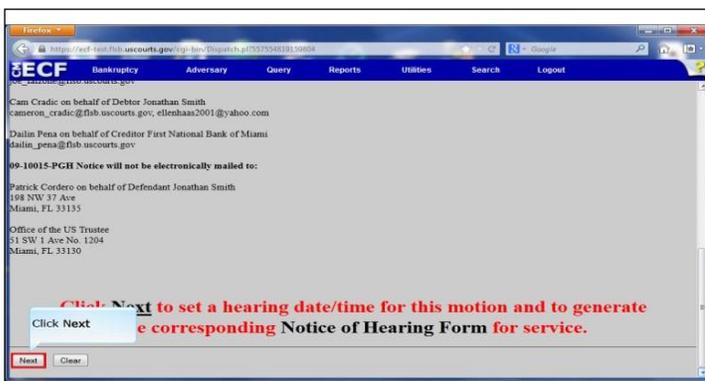
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Notes: Clicking on any of the links on this page will require a PACER login and published fees will apply. You are only half way done with this transaction. If you exit here, your motion will NOT be calendared. Do NOT exit. Scroll down to the end of the NEF screen to view the Self-Calendaring prompt.



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Notes: Click Next to continue.



Slide 31

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Notes: To accept the default hearing type and proceed with the Self-Calendaring Utility, click Next.



Slide 32

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Notes: The Docket Entries Results screen will appear. Check the motion just filed in this case.



Slide 33

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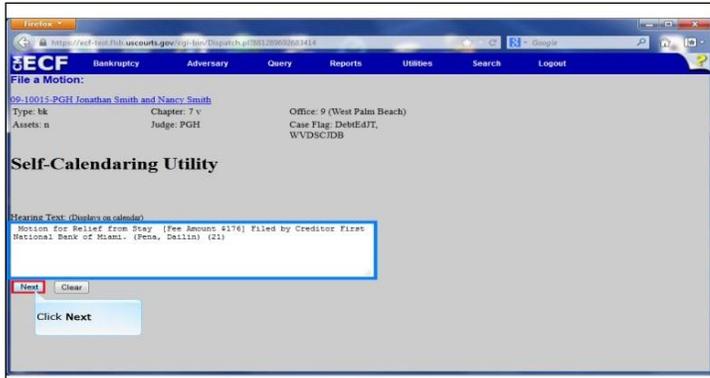
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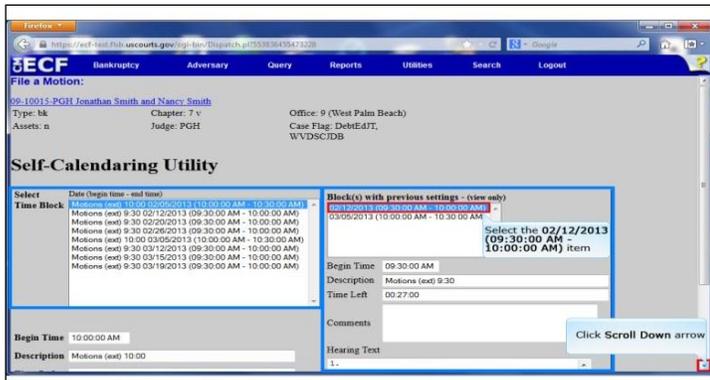
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Notes: Click Next to continue.



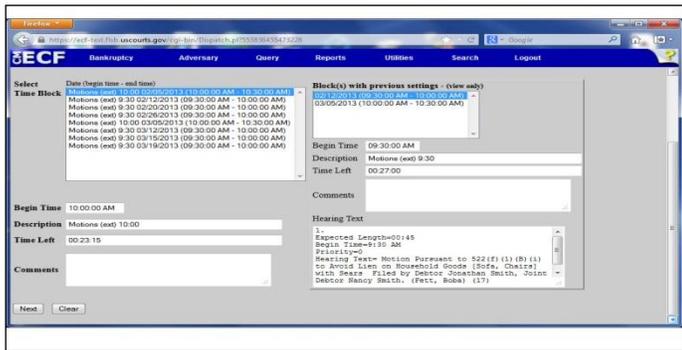
Slide 34

Notes: The Hearing Text screen will appear. This text cannot be modified in this screen. Confirm you are setting a hearing on the correct matter and click Next to continue.



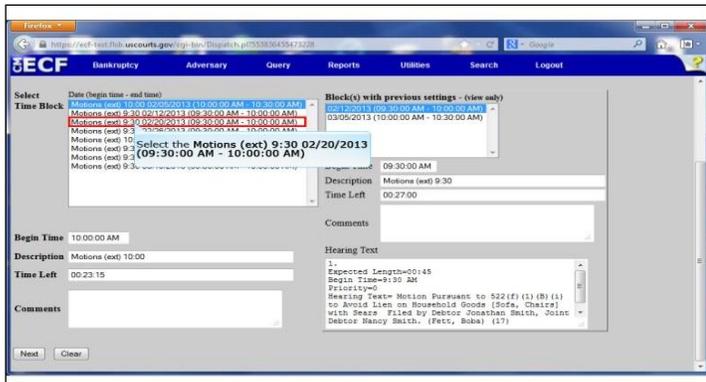
Slide 35

Notes: The Time Block screen will appear. This provides a list of date and time blocks available. Only dates and times that adhere to noticing scheduling requirements as outlined in the Self-Calendaring Guidelines will display. On the right hand side of the screen, you may click on Block(s) with previous settings to see more detailed information about pending hearings. Scroll down to view the Hearing Text.



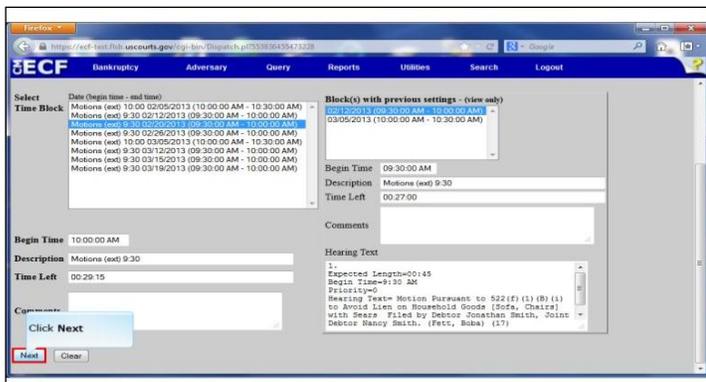
Slide 36

Notes:



Slide 37

Notes: On the left hand side, select the desired Time Block for the hearing.



Slide 38

Notes: Once highlighted, this information will populate below the Time Block as an additional check point. Your Time Block selection will be inserted into the Notice of Hearing form. Verify the information and click Next to continue.



Slide 39

Notes: The Select attending attorney(s)/party(s) screen will appear. Accept the default selections and and click the Scroll Down arrow.



Slide 40

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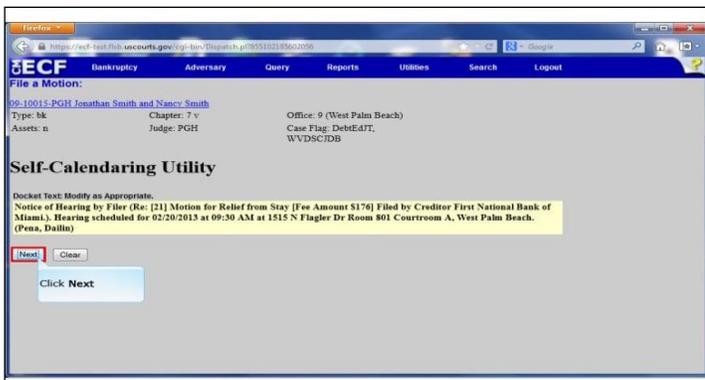
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Notes: Click Next to continue.



Slide 41

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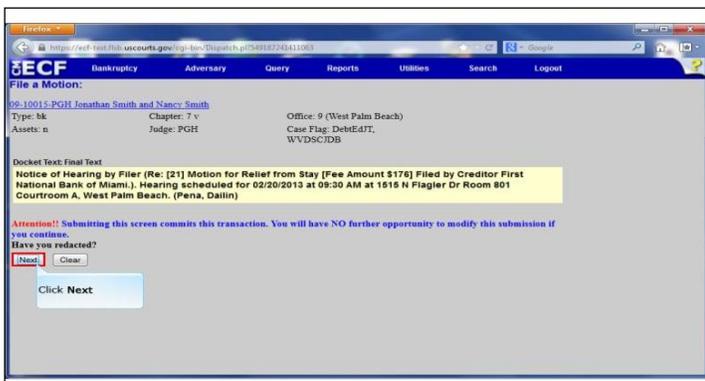
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Notes: The Docket Text screen will appear. Review the text to ensure you are setting the correct matter with the proper time block and click Next to continue.



Slide 42

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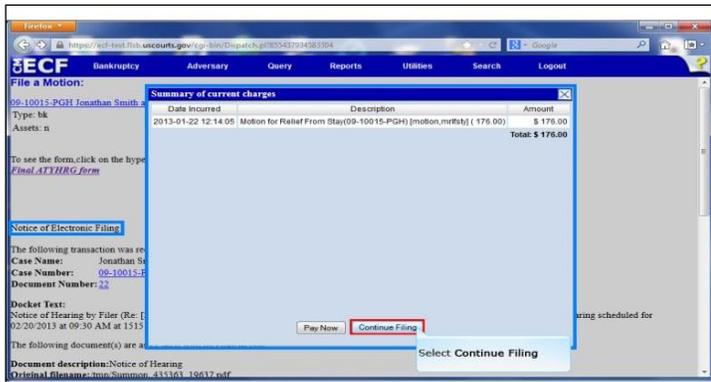
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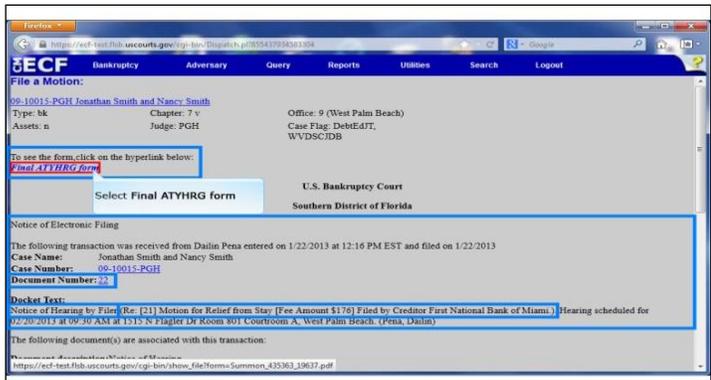
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



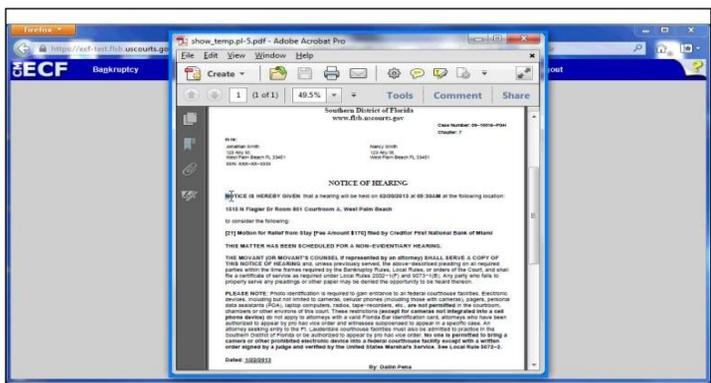
Slide 43

Notes: The NEF screen and the Summary of Current Charges dialogue box will appear again for this transaction. For this tutorial, select Continue Filing to return to the NEF screen.



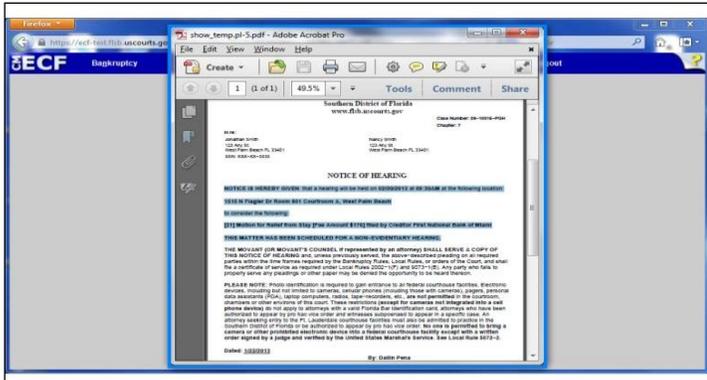
Slide 44

Notes: The NEF screen will appear again. The Notice of Hearing [22], which is linked to the motion [21], has the Notice of Hearing form as its attachment. This confirms we have fully completed our transactions and the motion has been calendared. Click on the Final ATYHRG form link to view AND print the Notice of Hearing form.



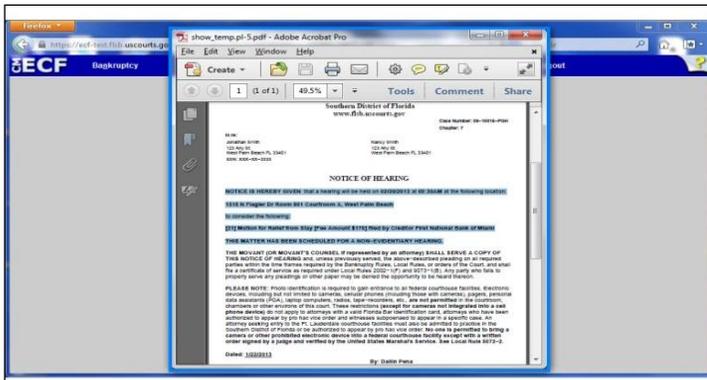
Slide 45

Notes: The Notice of Hearing form will open.



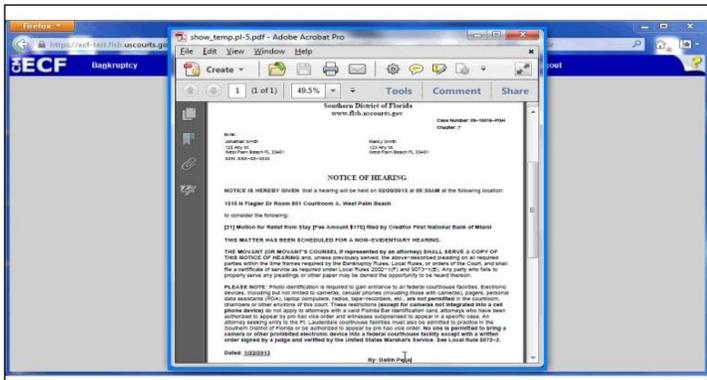
Slide 46

Notes: At the beginning of the form, you will notice that the case information, hearing date/time/location, and the docket text of the motion were inserted into the form.



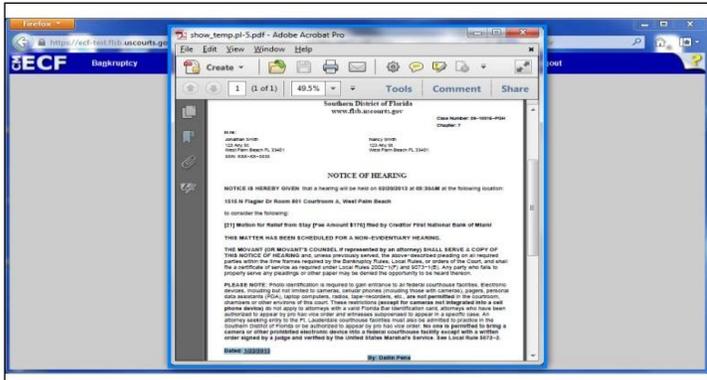
Slide 47

Notes:



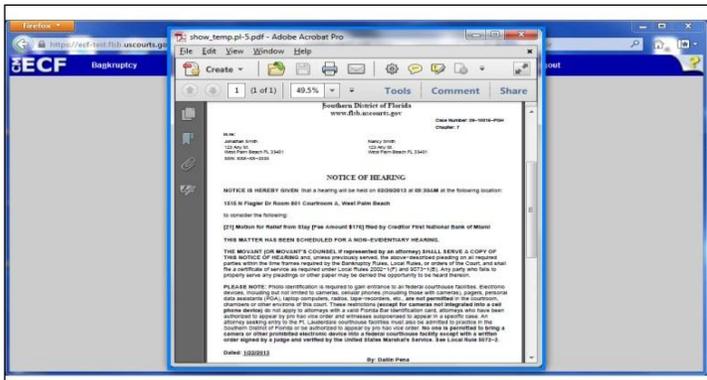
Slide 48

Notes:



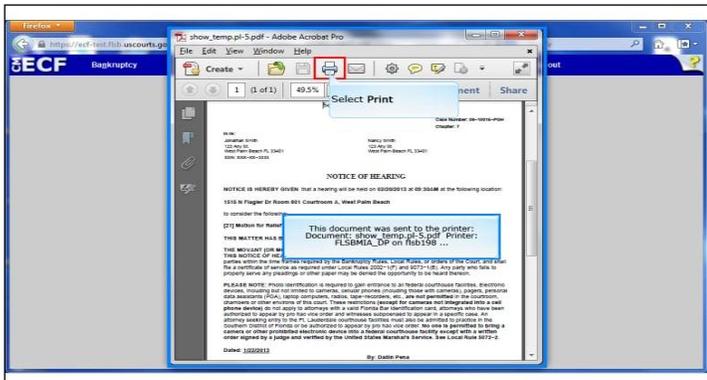
Slide 49

Notes: At the end of the form, the date of the notice of hearing and the name of the person docketing the pleading also appears on the form.



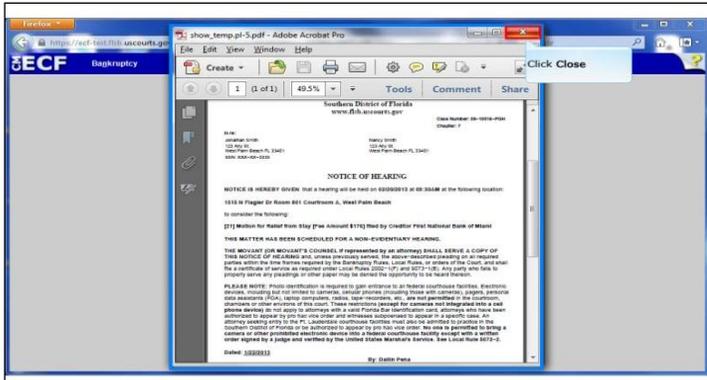
Slide 50

Notes:



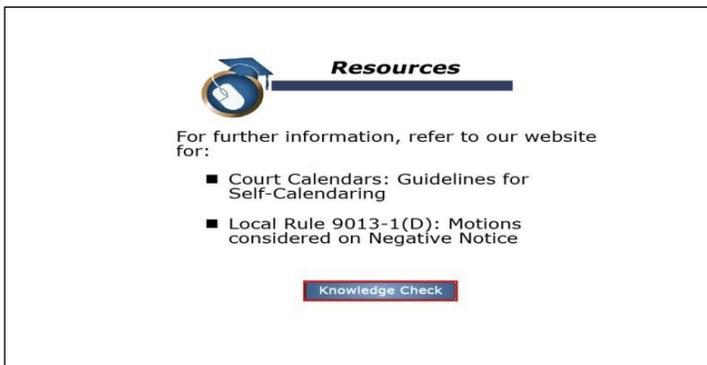
Slide 51

Notes: After verifying the accuracy of the image, print the Notice of Hearing form so you may serve those not electronically notified.



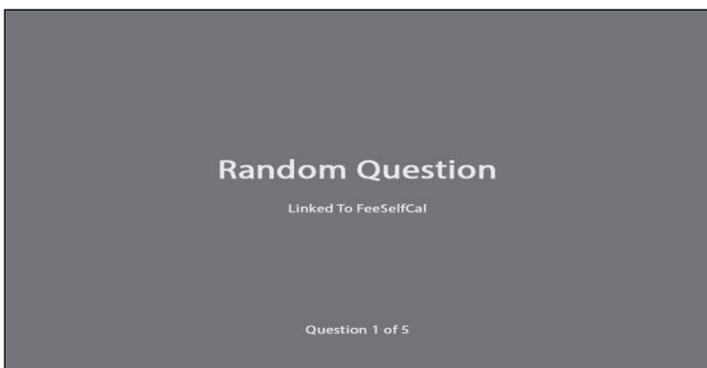
Slide 52

Notes: Once adequate service has been provided, a Certificate of Service is required. Click the Close button to exit the file.



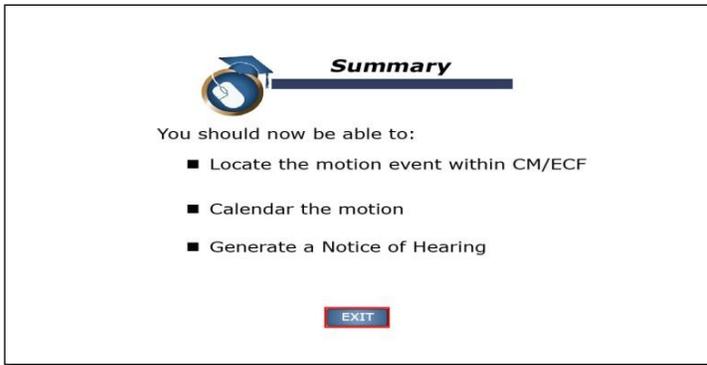
Slide 53

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



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Notes: Knowledge Check



**Summary**

You should now be able to:

- Locate the motion event within CM/ECF
- Calendar the motion
- Generate a Notice of Hearing

**EXIT**

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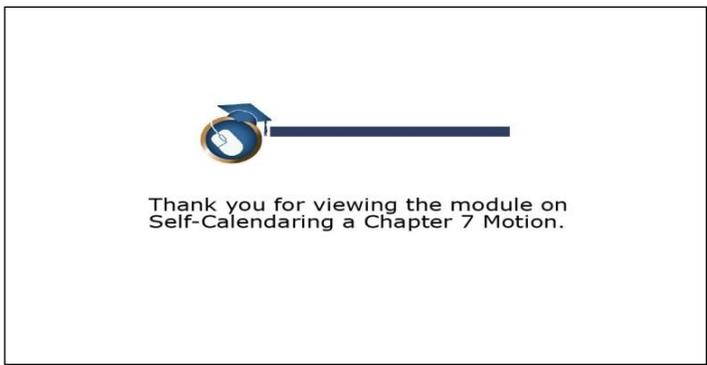
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Notes: Now that you have reviewed this learning module, you will be able to locate a motion event within CM/ECF, calendar the motion, and generate a Notice of Hearing. Click EXIT when you are finished.



Thank you for viewing the module on Self-Calendaring a Chapter 7 Motion.

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Notes:

 Knowledge Check	Question 1 of 5
<p><b>A movant must file a _____ for any matter in which a Notice of Hearing has been entered on the docket.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) Certificate of Service that substantially complies with LF-46</li><li><input type="radio"/> B) Certificate of Service that reflects only electronic recipients were served</li><li><input type="radio"/> C) Certificate of Service that reflects only conventional recipients were served</li><li><input type="radio"/> D) a Certificate of Service is unnecessary</li></ul>	

Question 1

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Notes:

 Knowledge Check	Question 2 of 5
<p><b>A Motion for Relief from Stay filed on Negative Notice is not eligible for self-calendarar.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

Question 2

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Notes:

 Knowledge Check	Question 3 of 5
<p><b>Once your selections are made using the Self-Calendaring Utility, click the Final ATYHRG form link on the NEF screen.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

Question 3

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Notes:

Question 4

 Knowledge Check	Question 4 of 5
<p><b>The matter and time block selected for hearing in the Self-Calendaring Utility will appear on the Judge’s calendar.</b></p> <p><input type="radio"/> A) True <input type="radio"/> B) False</p>	

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Notes:

Question 5

 Knowledge Check	Question 5 of 5
<p><b>To generate the Notice of Hearing Form for service, after the motion is filed, you must first:</b></p> <p><input type="radio"/> A) click Bankruptcy&gt; Notices <input type="radio"/> B) select the Self-Calendaring prompt at the bottom of the NEF screen <input type="radio"/> C) print your Motion which contains the hearing date/time/location already <input type="radio"/> D) call Chambers</p>	

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Notes: