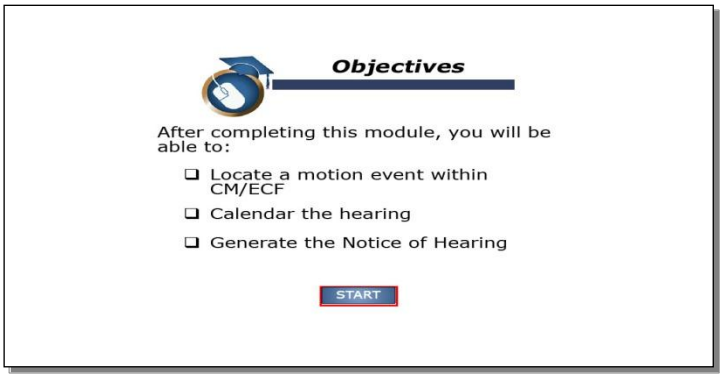
Slide 1

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

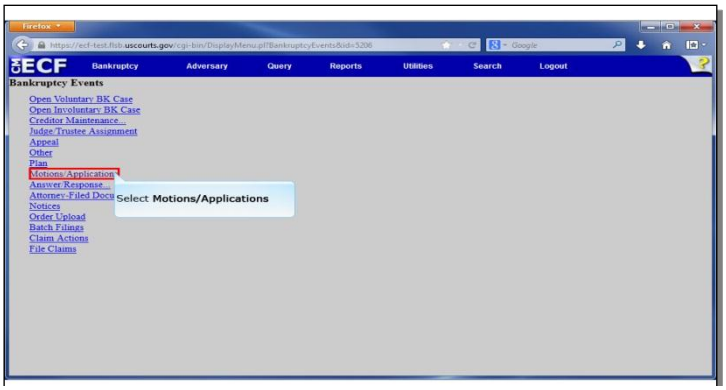


Slide 2

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.

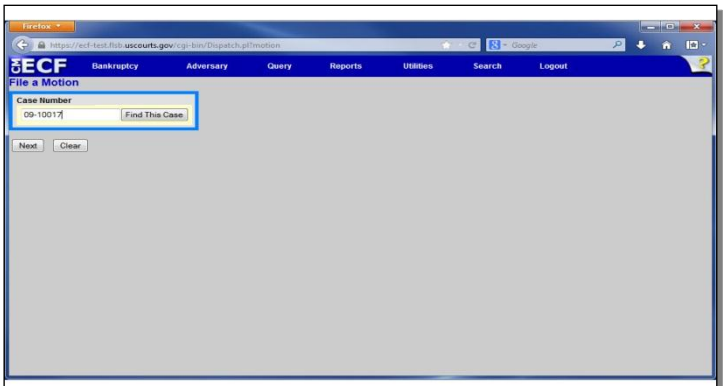
Slide 3

Notes: From the Main Menu bar, click Bankruptcy.



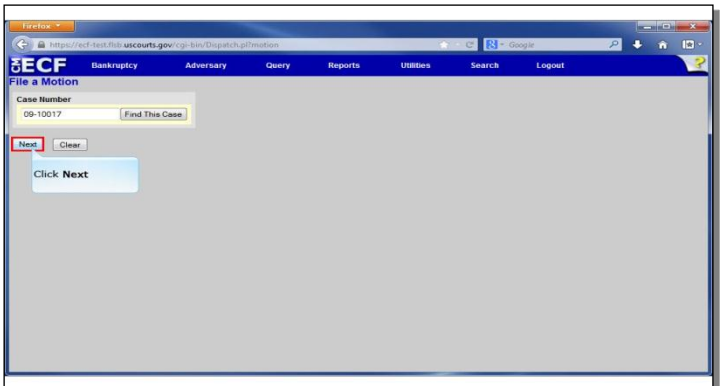
Slide 4

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



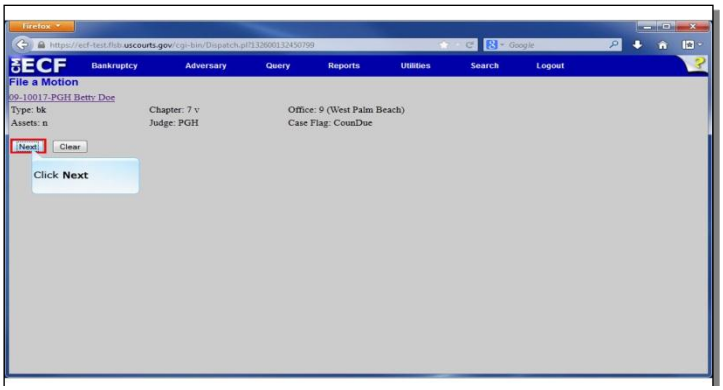
Slide 5

Notes: The Case Number screen will appear. Verify the case number and click Next.



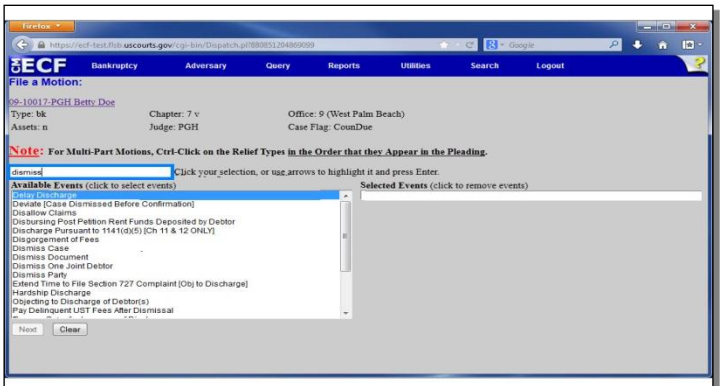
Slide 6

Notes: Click Next to continue.



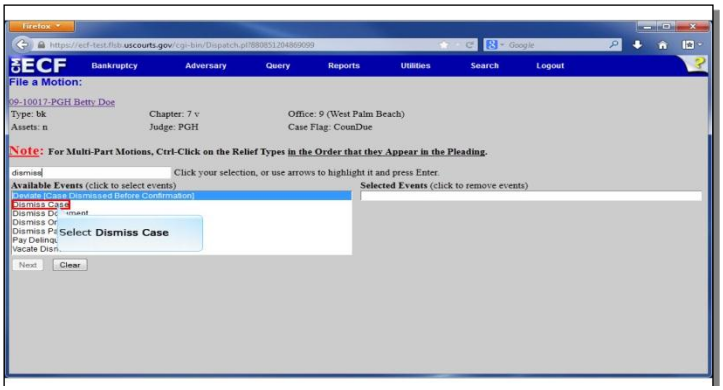
Slide 7

Notes: Confirm the case information and click Next.



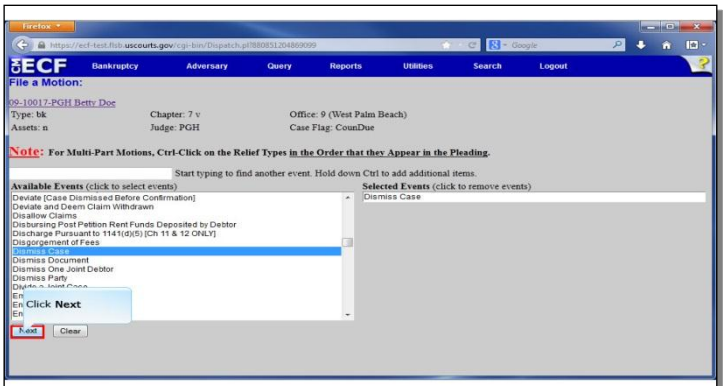
Slide 8

Notes: The Available Events screen will appear. Click in the text box and type “dismiss” to narrow down your search of available events.



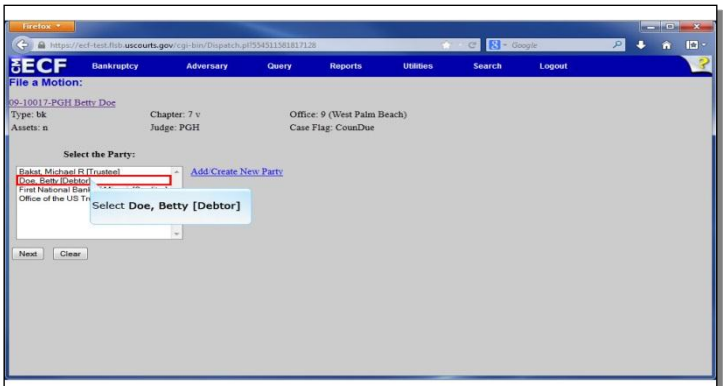
Slide 9

Notes: Select Dismiss Case from the list.



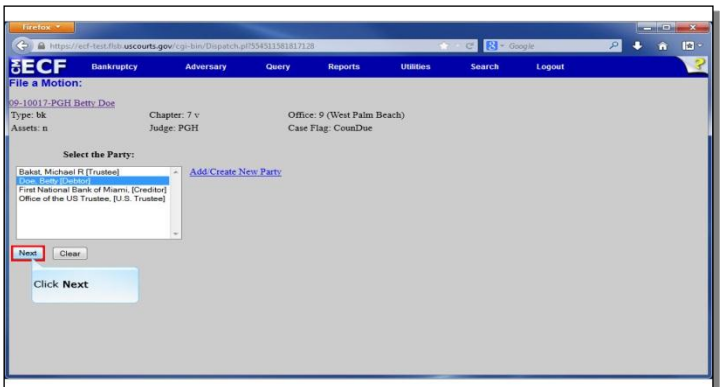
Slide 10

Notes: Confirm Dismiss Case now appears in the Selected Events field and click Next to continue.



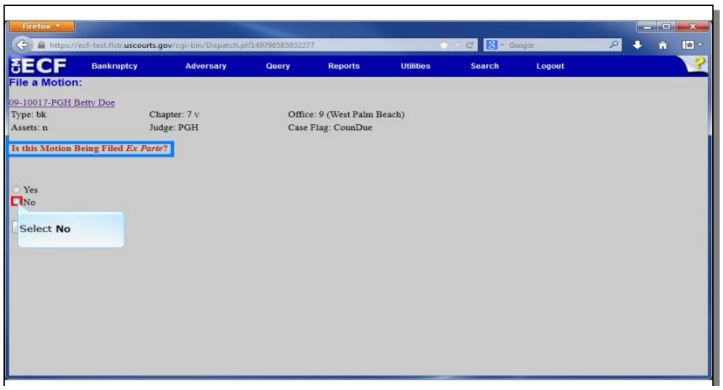
Slide 11

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 debtor Betty Doe. For this tutorial, the debtor is an exact match. Select the Debtor.



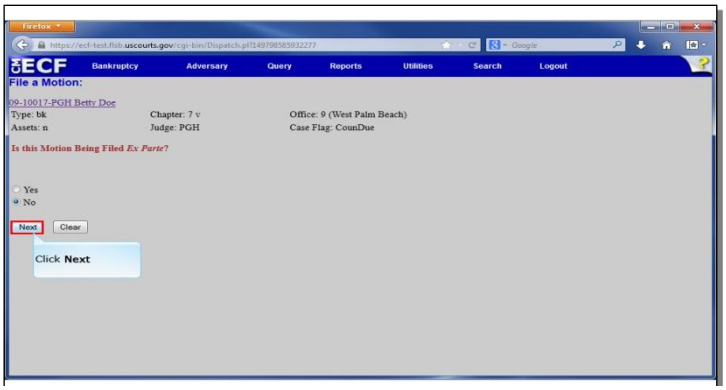
Slide 12

Notes: Once highlighted, click Next to continue.



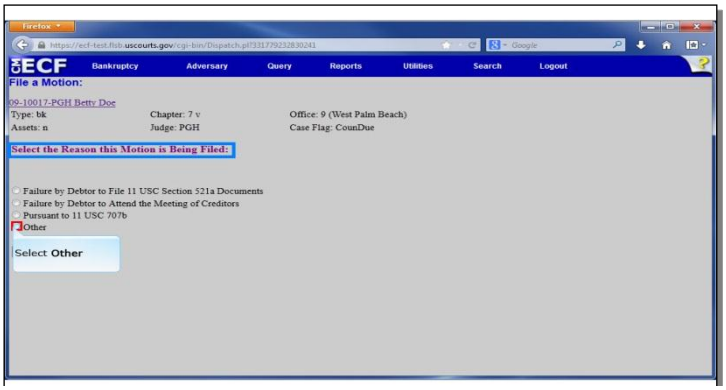
Slide 13

Notes: For this motion, if you answer Yes at the prompt it will be filed but not calendared. For this tutorial, select No.



Slide 14

Notes: Click Next to continue.

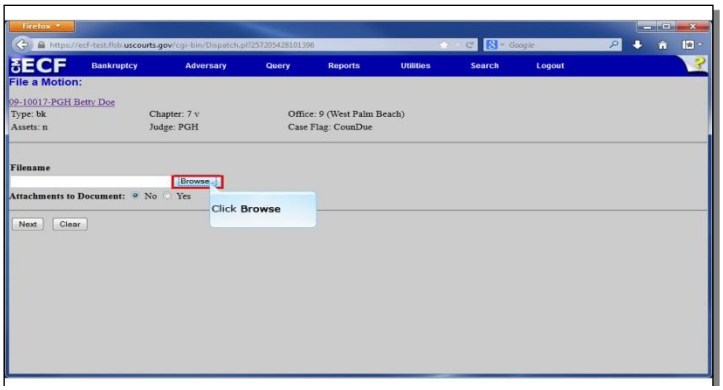


Slide 15

Notes: The reason for this motion is not listed. Select Other.

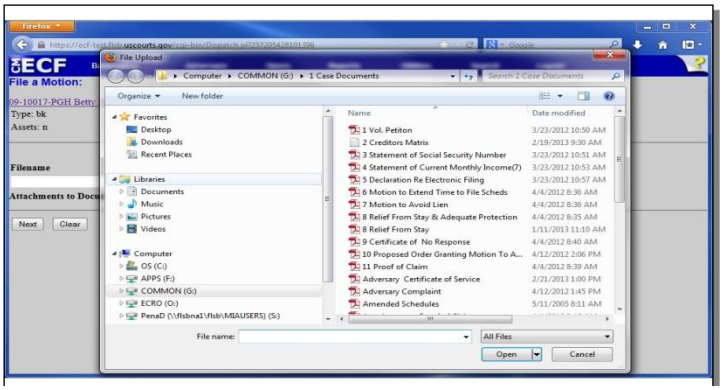
Slide 16

Notes: Click Next to continue.



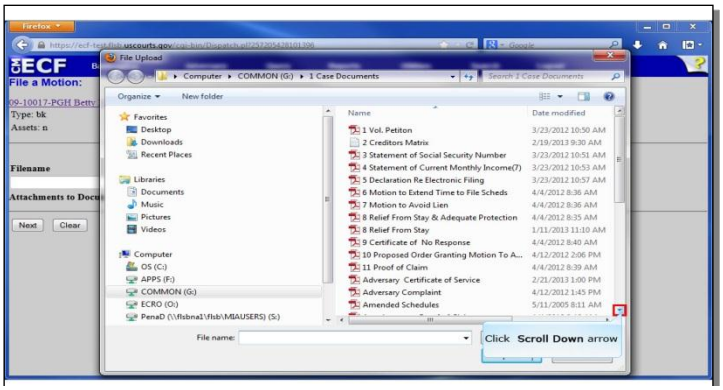
Slide 17

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



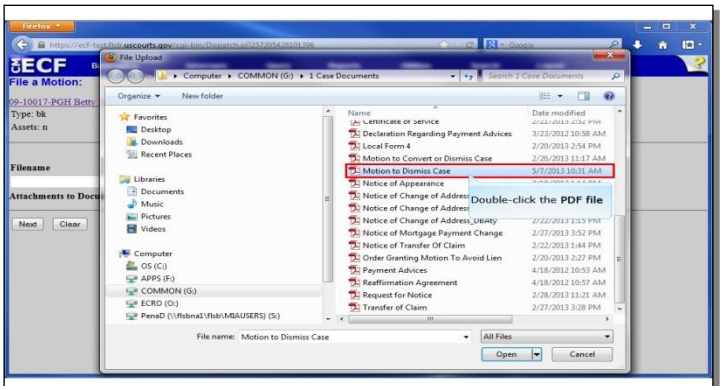
Slide 18

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



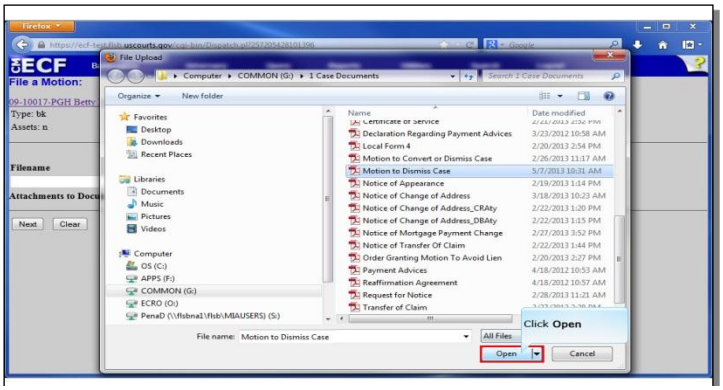
Slide 19

Notes: Click on the Scroll Down Arrow to locate the file.



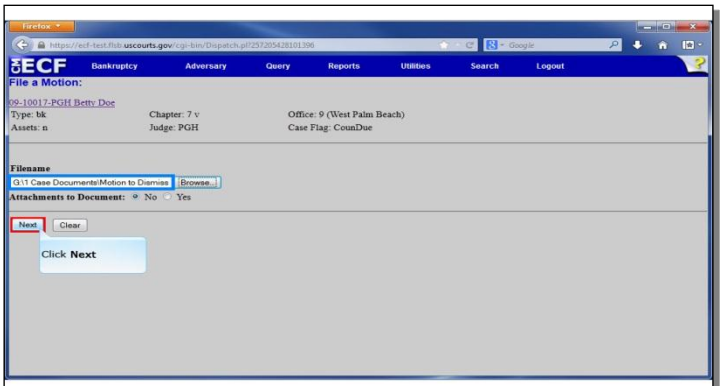
Slide 20

Notes: Before uploading, verify the correct PDF 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.



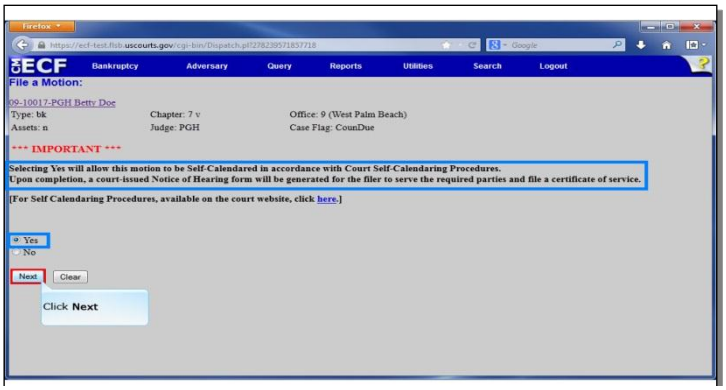
Slide 21

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



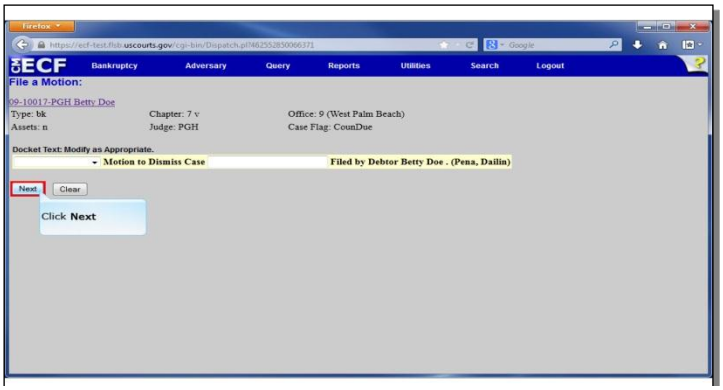
Slide 22

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



Slide 23

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



Slide 24

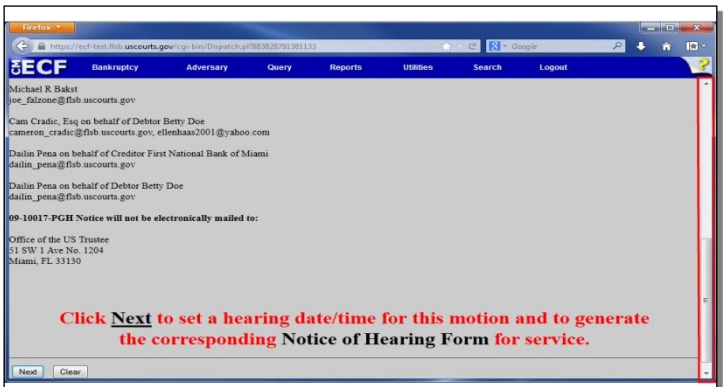
Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.

Slide 25

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

Slide 26

Notes: The NEF screen will appear. 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.



Slide 27

Notes:

Slide 28

Notes: Click Next to continue.

Slide 29

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

Slide 30

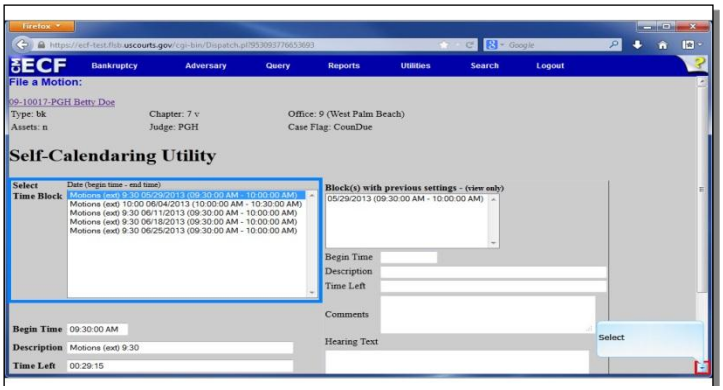
Notes: The Docket Entries Results screen will appear. Select the motion just filed in this case.

Slide 31

Notes: Click Next to continue.

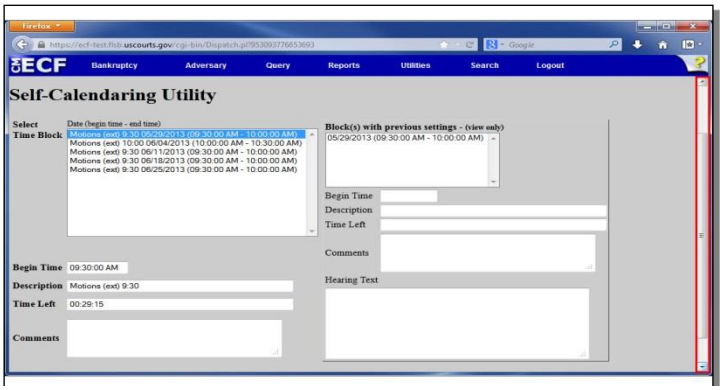
Slide 32

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.



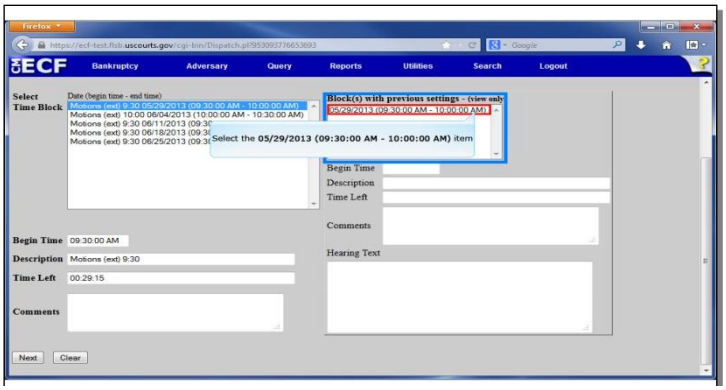
Slide 33

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. Click the Scroll Down arrow to view the full screen.



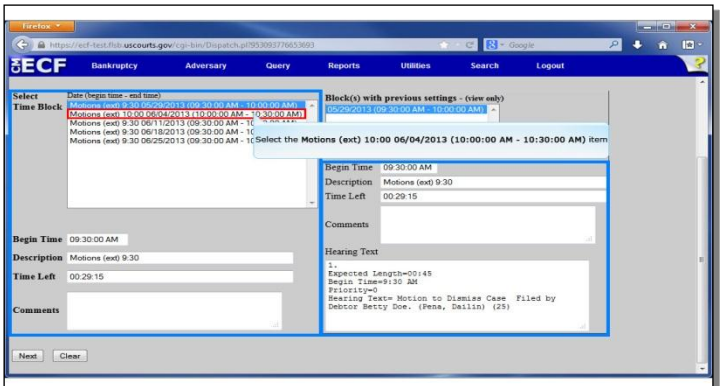
Slide 34

Notes:



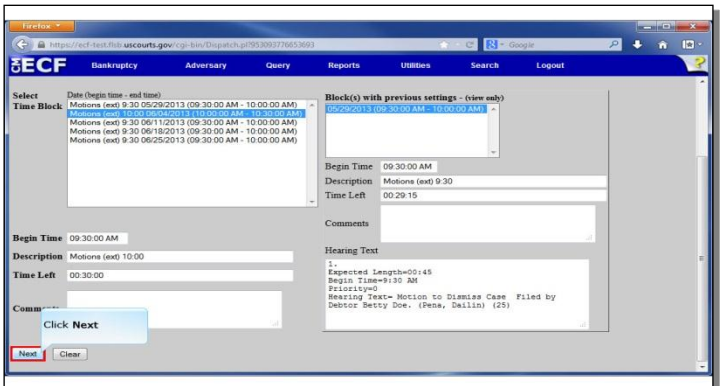
Slide 35

Notes: 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.



Slide 36

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

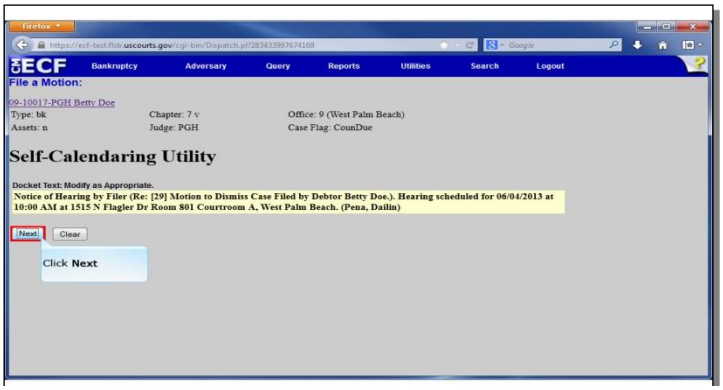


Slide 37

Notes: Click Next to continue.

Slide 38

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

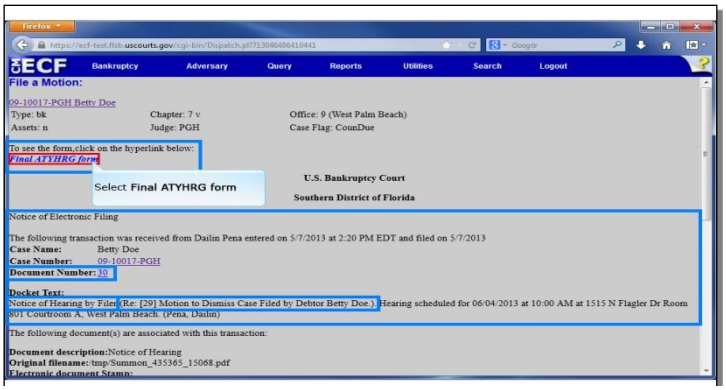


Slide 39

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 40

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

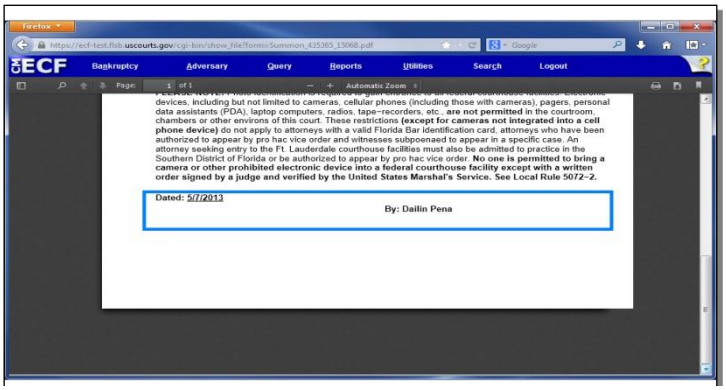


Slide 41

Notes: The NEF screen will appear again. The Notice of Hearing [30], which is linked to the motion [29], 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.

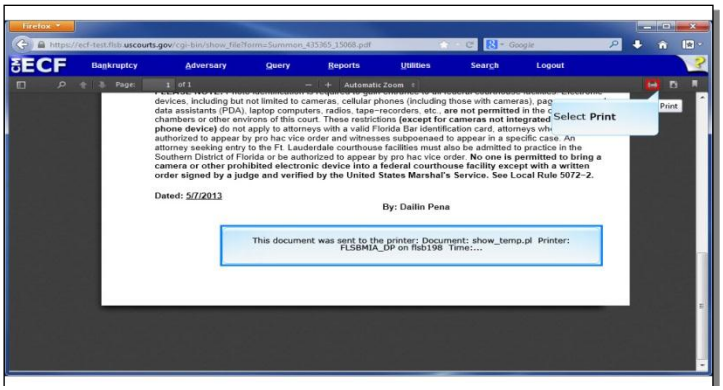
Slide 42

Notes: Your Notice of Hearing form will open. The case information, hearing date/ time/location, and the docket text of the motion are included in the form. Scroll down to view the bottom of the page.



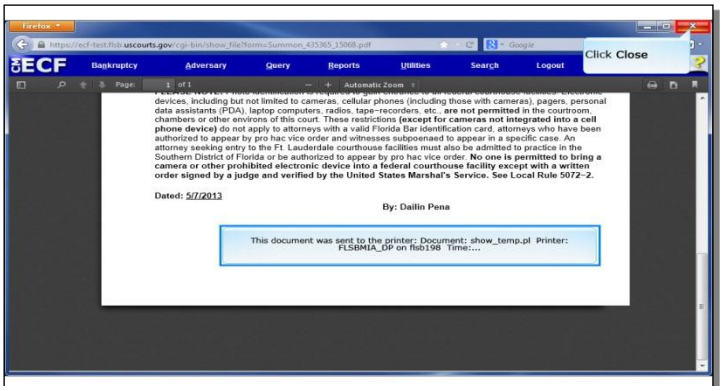
Slide 43

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



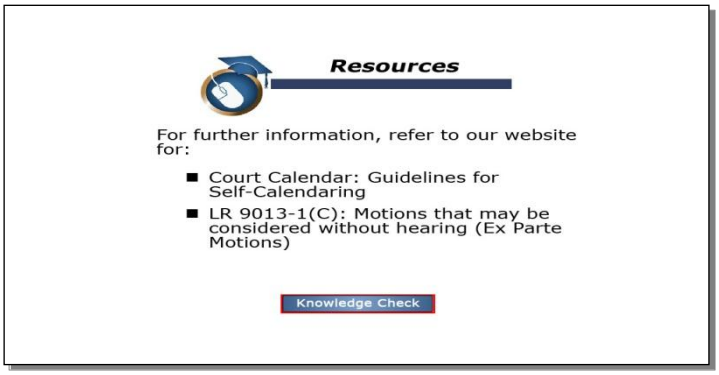
Slide 44

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



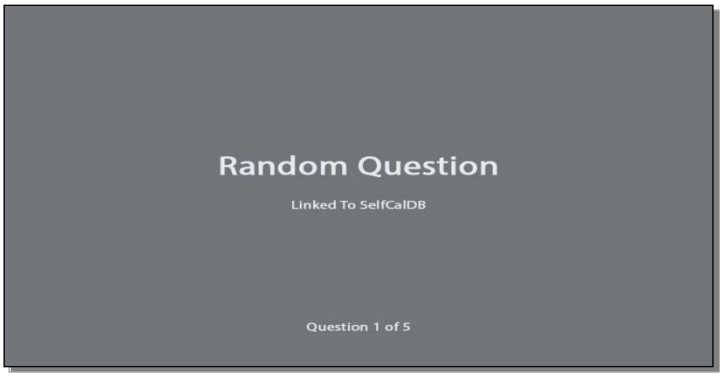
Slide 45

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



Slide 46

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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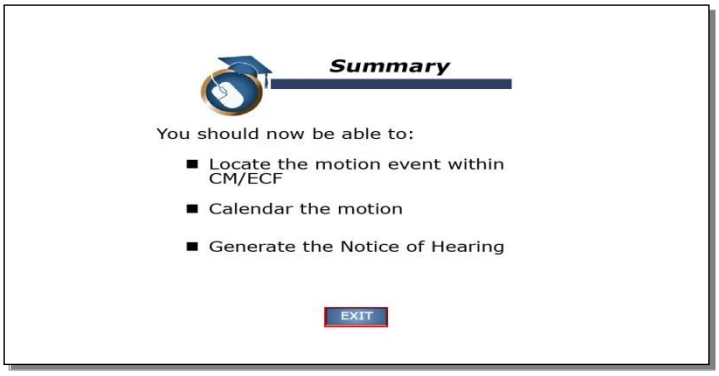
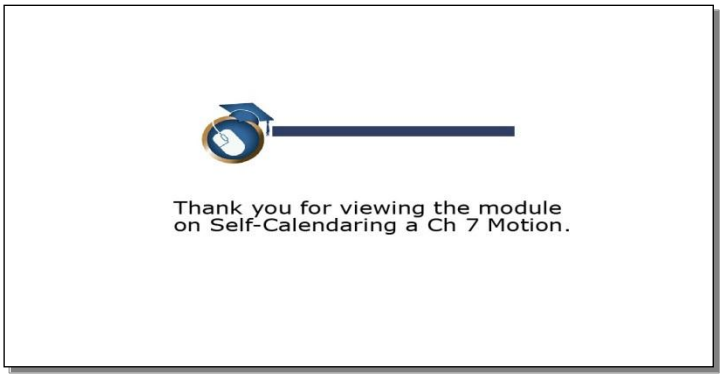
Notes: Knowledge Check



Slide 53

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.



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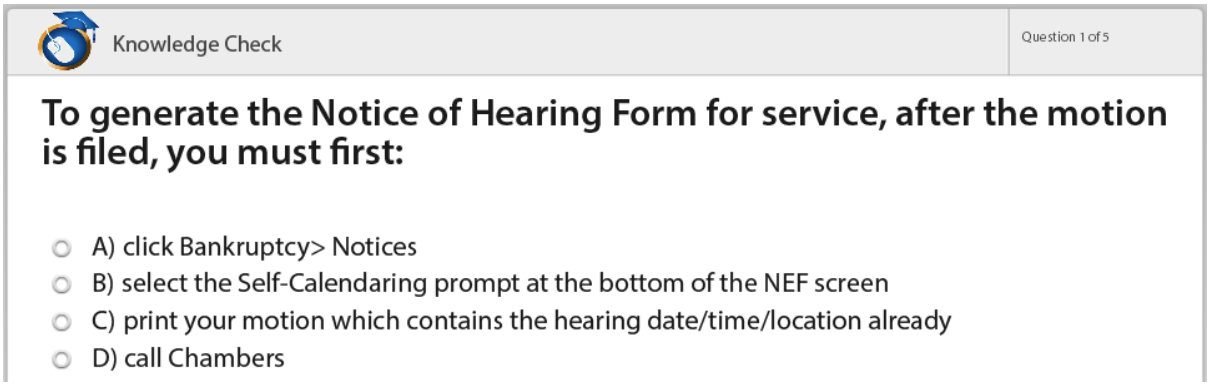
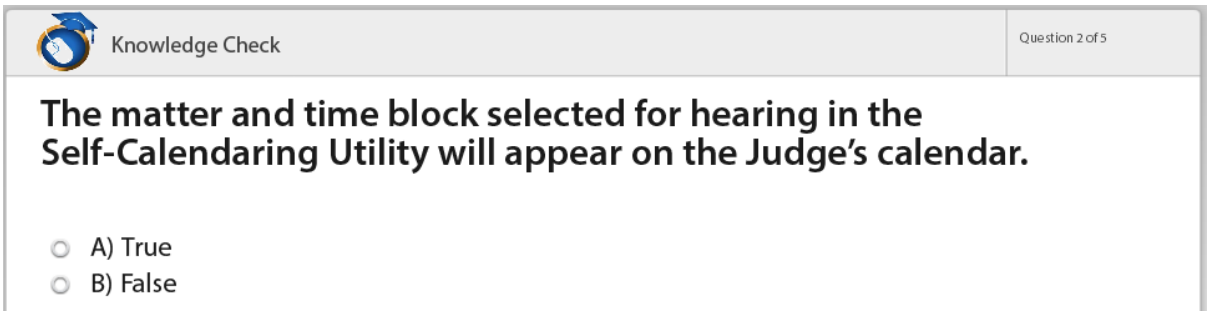
Notes:



Question 1

Notes:

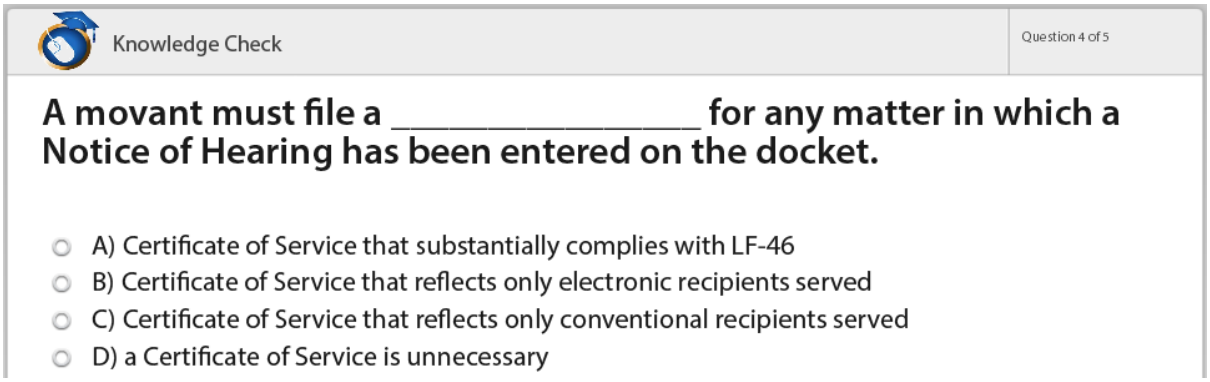


Question 2

Notes:

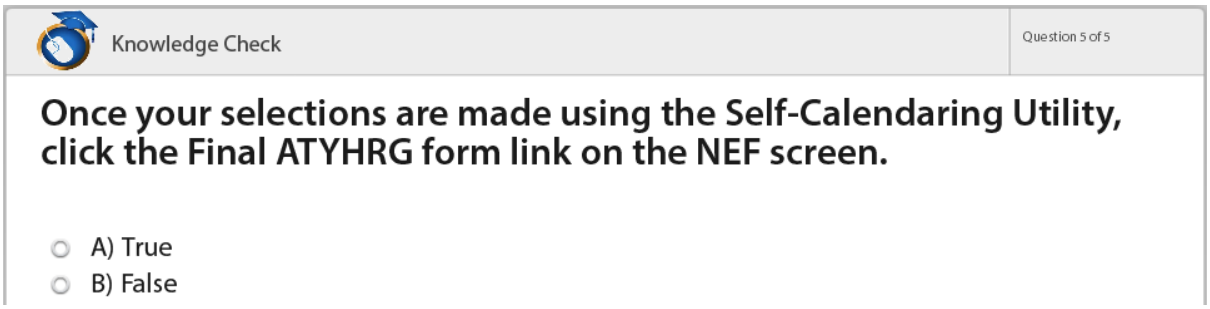
Question 3

Notes:



Question 4

Notes:



Question 5

Notes: