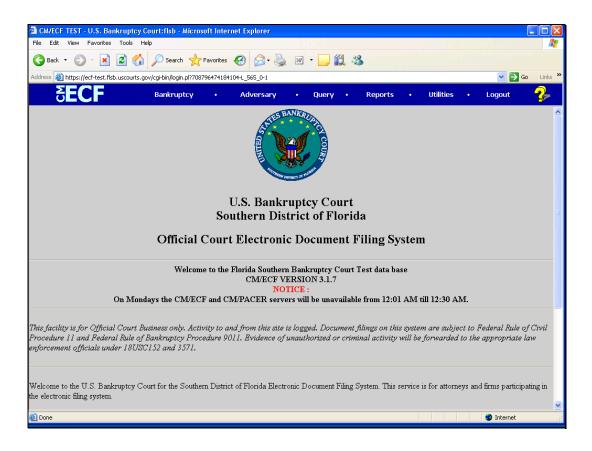
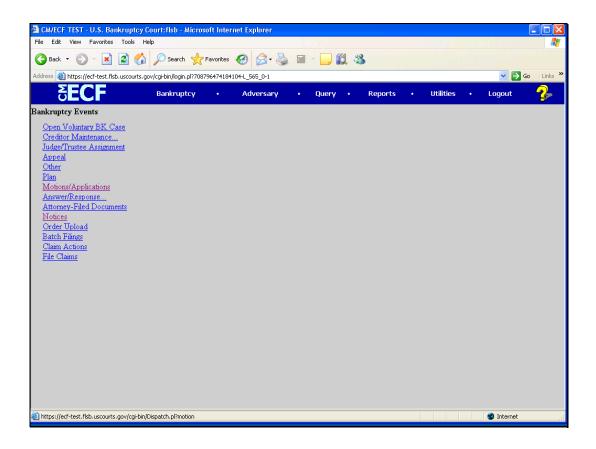
## Self Calendaring Utility for Chapter 13 Matters United States Bankruptcy Court, Southern District of Florida Effective June $2^{nd}$ , 2008

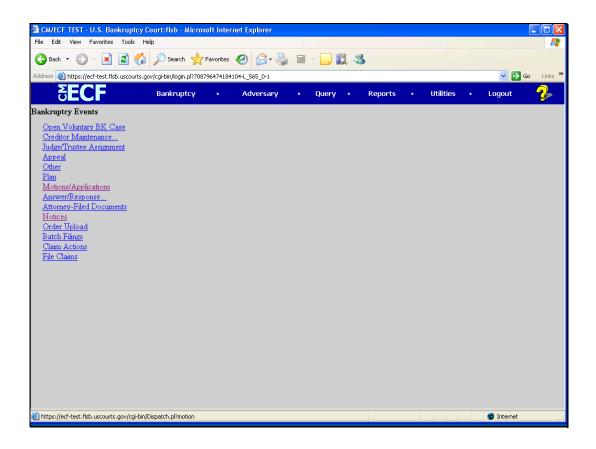
Step by Step Guide
(Accompaniment to automated demo)



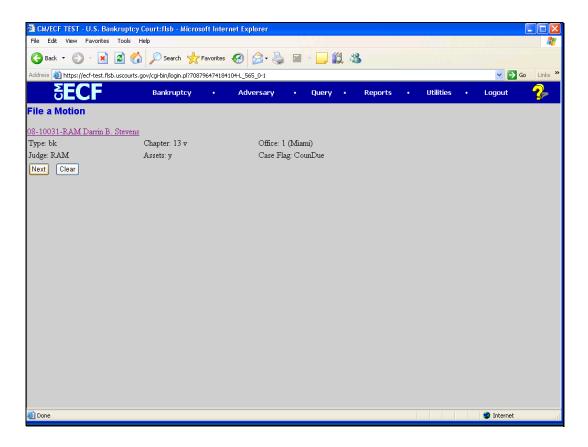
Select Bankruptcy from the CM/ECF Menu.



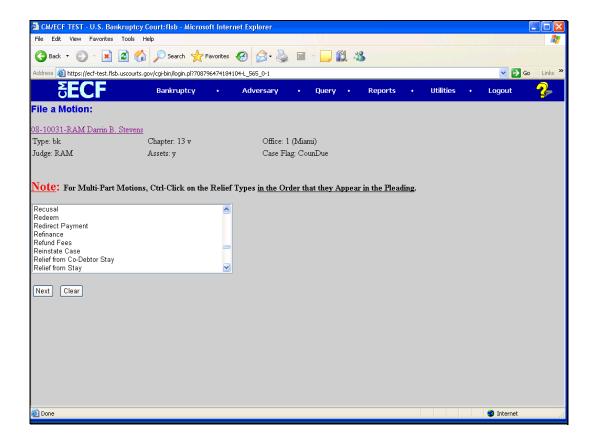
**Select Motions/Applications** 



Enter the Case Number.

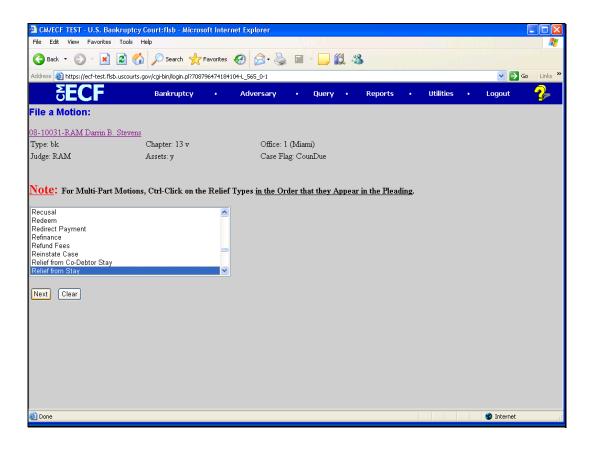


Click Next.

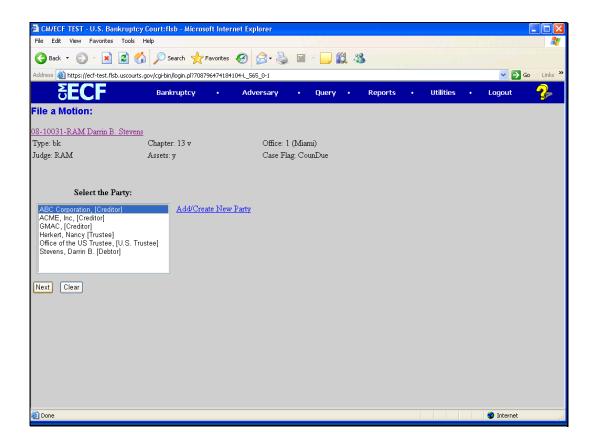


Select one or more relief types from the pick list.

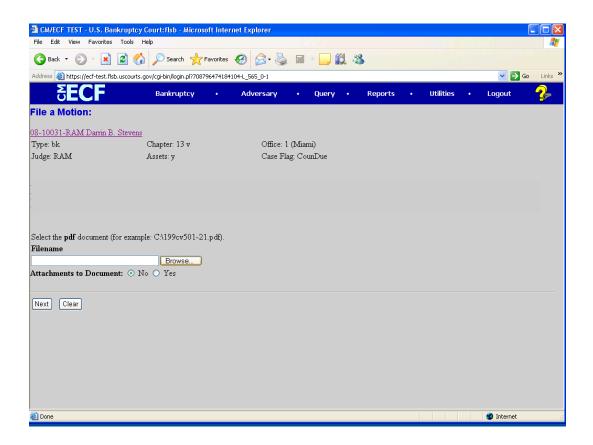
We will demonstrate docketing and noticing a Motion for Relief from Stay.



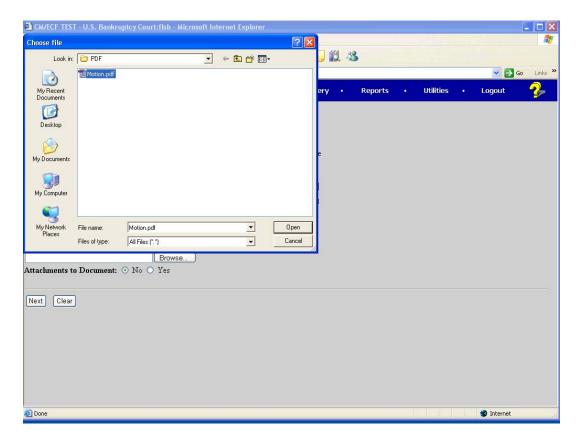
Click Next.



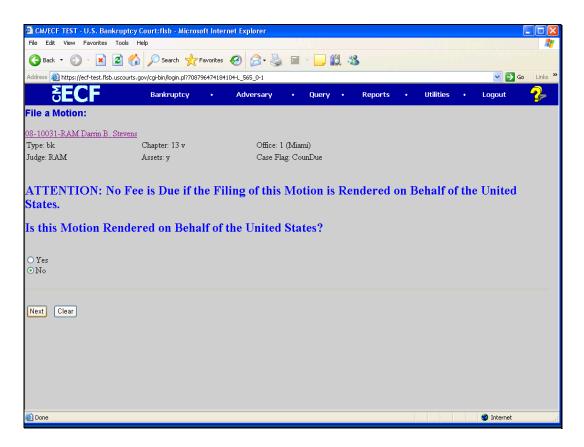
Select Party Filer.



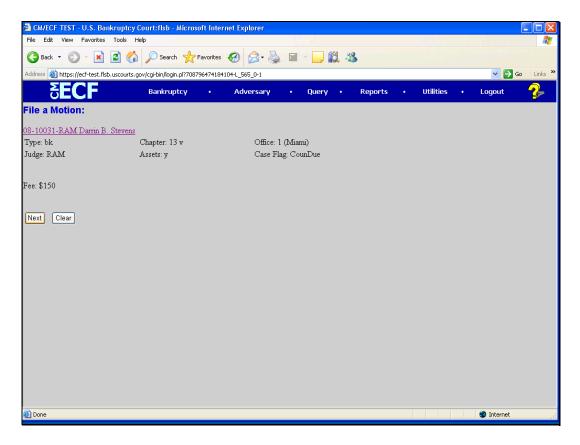
Attach the PDF Document.



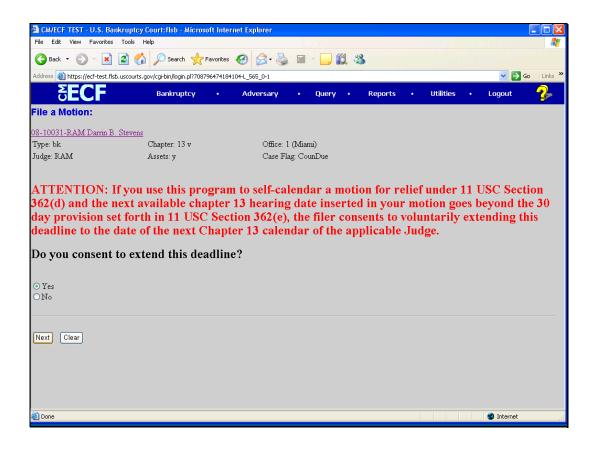
Your motion SHOULD NOT contain the hearing date, time or location.



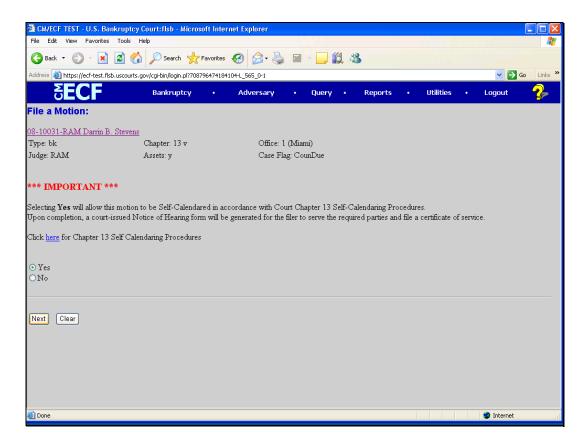
Answer as appropriate and Click Next.



Click Next if a fee is applicable.

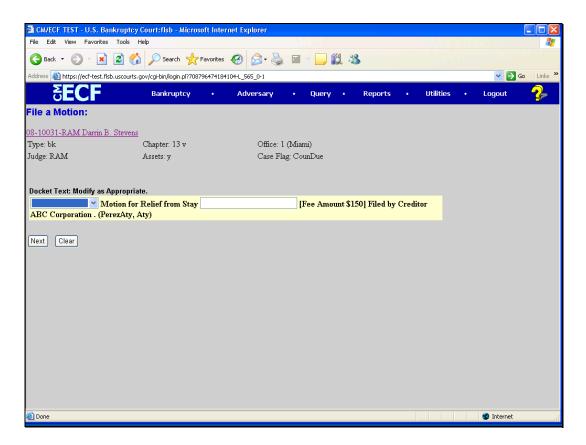


Answer as appropriate and Click Next.

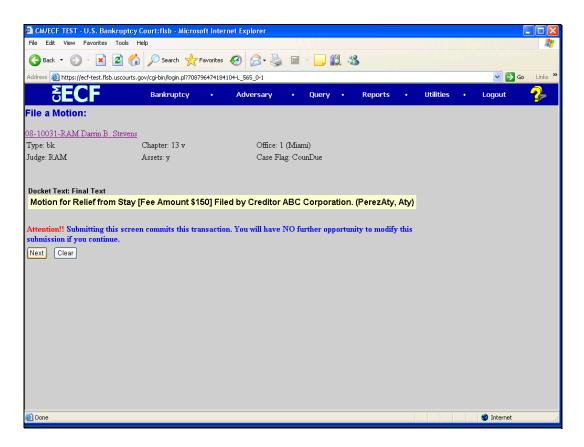


Check Yes to proceed with Self Calendaring.

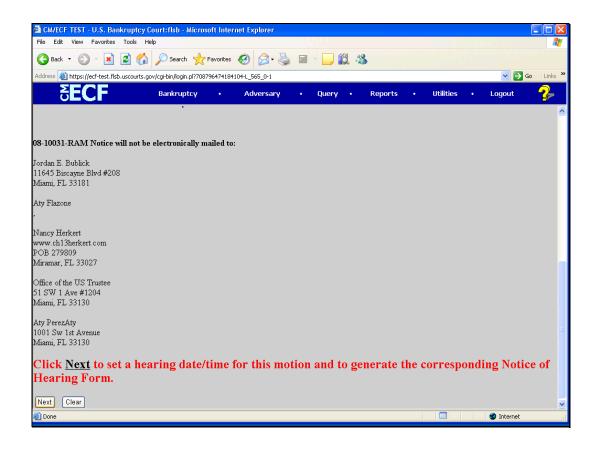
Click Next.



Edit Docket Text if necessary and Click Next.

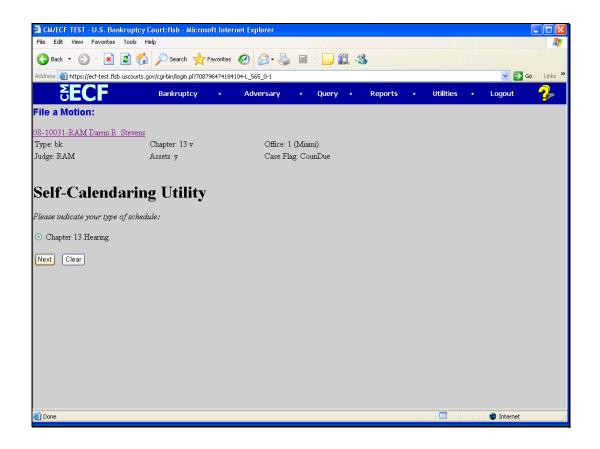


Click Next to complete the filing of the motion.

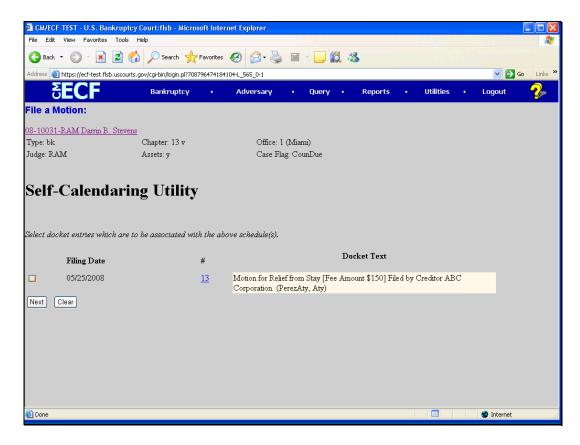


Click Next to invoke the Self Calendaring Utility, select a hearing date and time and automatically generate a Notice of Hearing form.

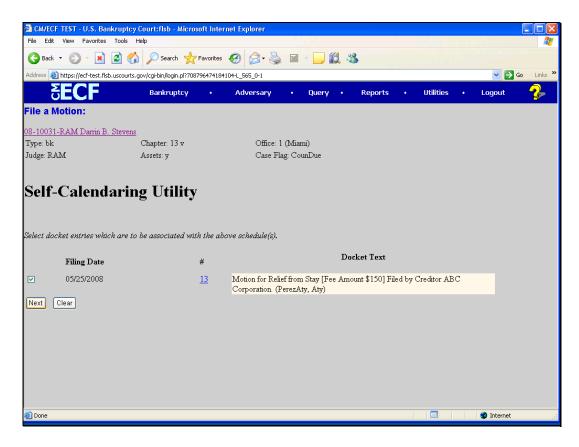
NOTE: If you exit at this screen your motion WILL NOT be calendared!



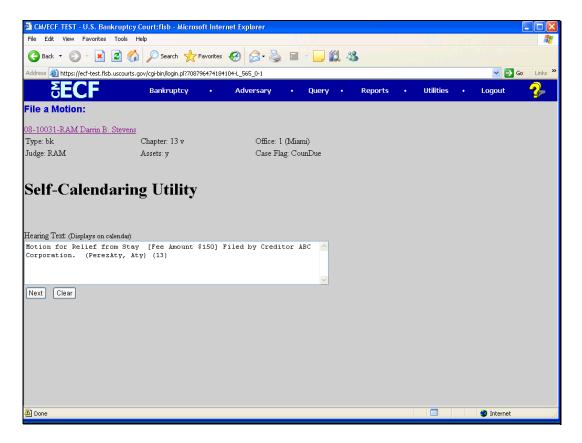
Click Next to accept the default hearing type and proceed with the Self Calendaring Utility.



Your motion will display for selection. Verify that this is the motion you just filed and check the box to select it.

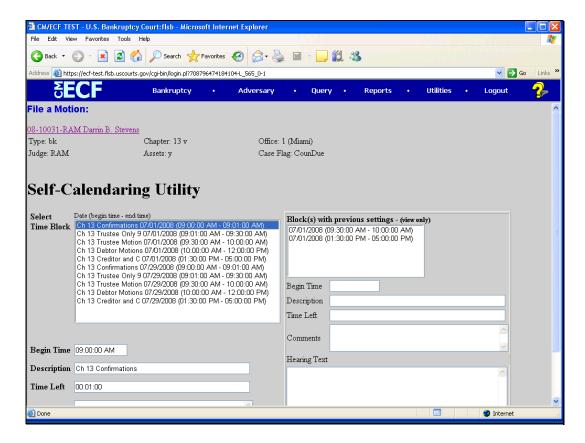


## **Click Next**



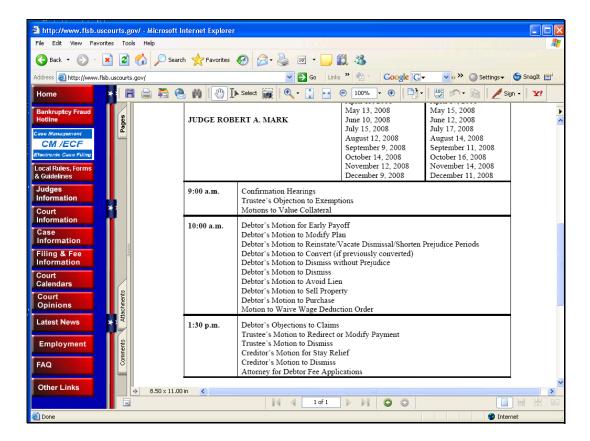
The hearing text as it will appear on the Judge's calendar will display. You will not be able to edit this text, but you may view it to make sure you are setting a hearing on the correct matter.

**Click Next** 



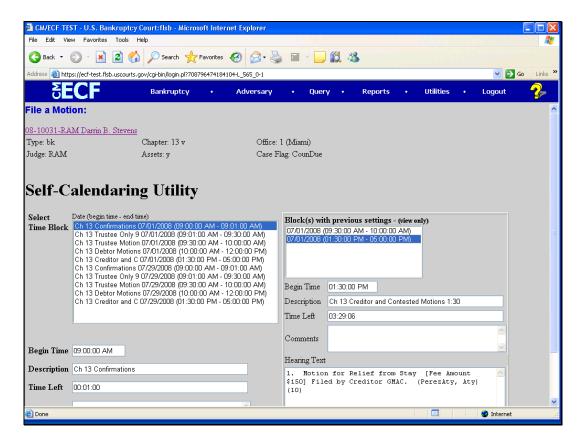
A list of available chapter 13 date and time blocks for the case judge and trustee will display for selection.

Only dates and times that adhere to noticing scheduling requirements as outlined in the Chapter 13 Self Calendaring Guidelines will display.

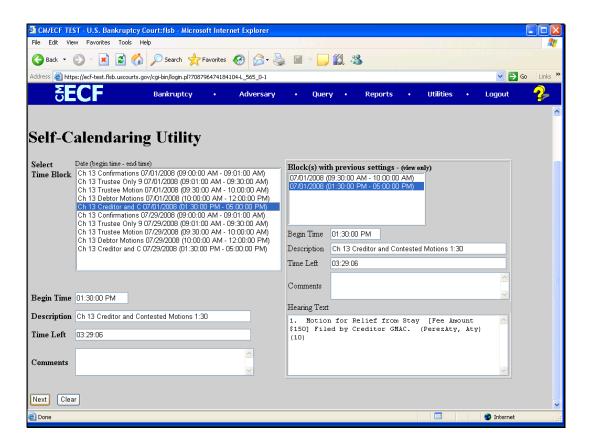


Although the list of available hearing date and time blocks are clearly labeled, you must make sure to select the appropriate time block for the matter you are setting according to the preferences set forth by the case trustee and judge.

These are available on our web site and are posted for the entire year.

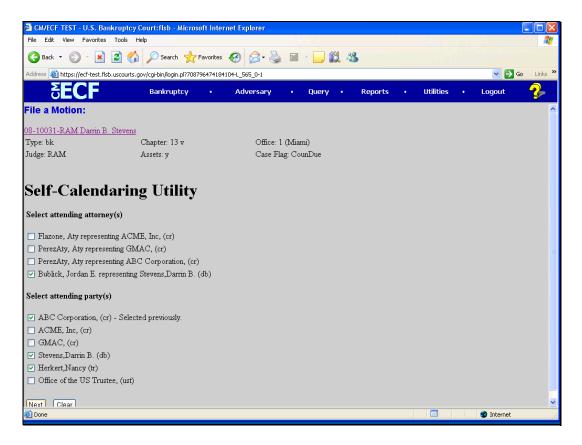


You may click on blocks with previous hearings to see more detailed information about pending hearings on the bottom right hand side of the screen.

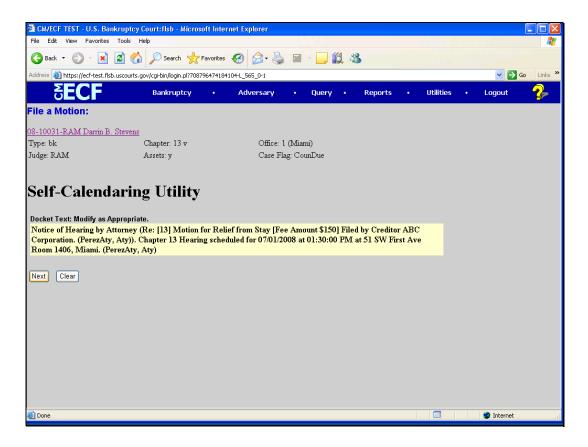


Click on the desired date and time block.

Click Next

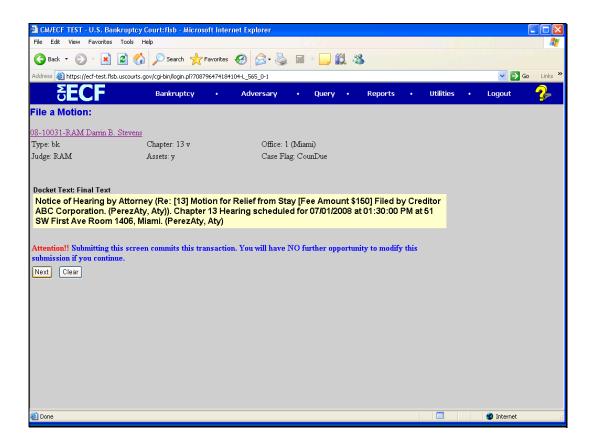


Click Next.



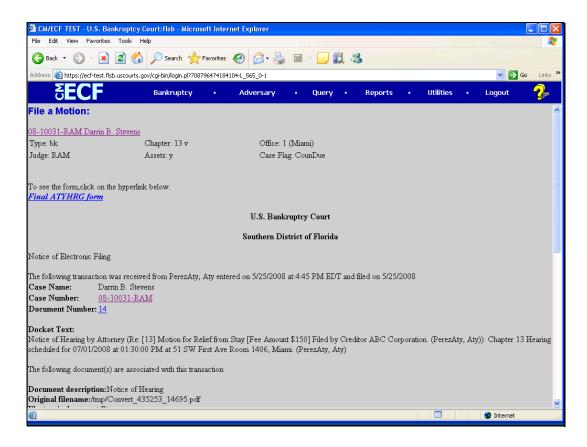
Review the Docket text to insure you are setting the correct matter on the proper date and time.

If you find that you have made an error you may still use the BACK button to change your previous date and time selections.

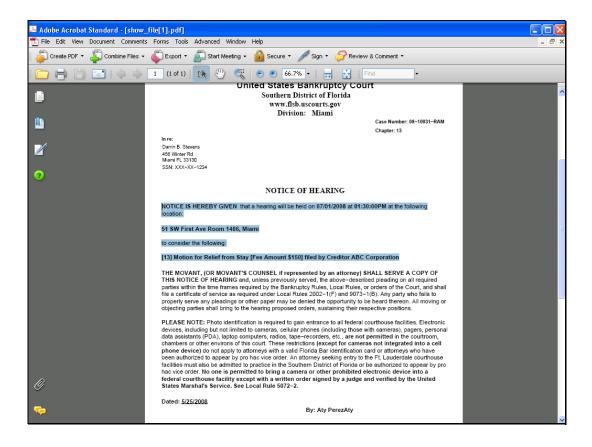


Click Next to accept and submit your Notice of Hearing and to generate an automated Notice of Hearing form.

THIS IS YOUR LAST OPPORTUNITY TO GO BACK BEFORE YOU COMMIT THIS TRANSACTION!

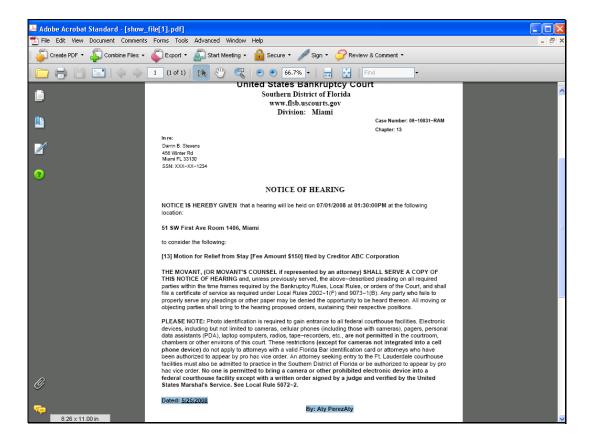


Click on the Final ATYHRG form to view the PDF for the form AND to print locally to serve non electronic recipients.

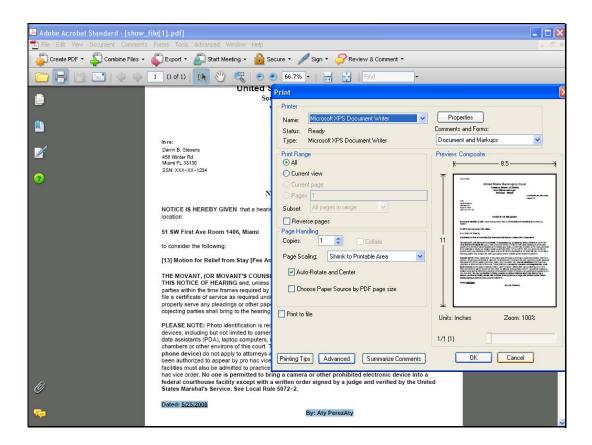


Adobe Acrobat will bring up the form.

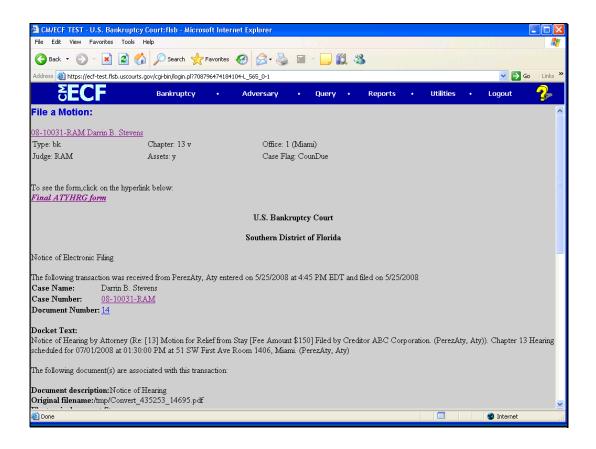
Notice that the case information, hearing date, time and location and the matter(s) that are to be heard before the court are automatically inserted in the form.



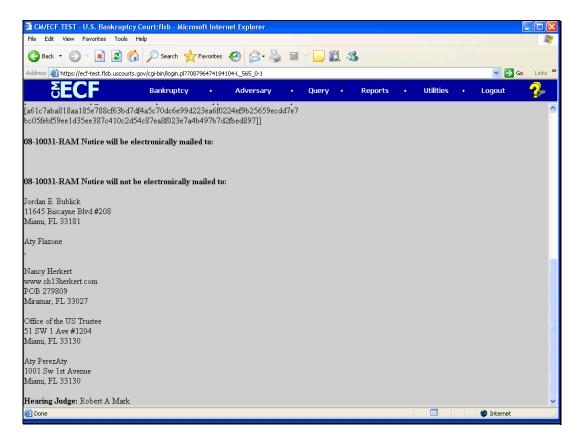
The date of the notice of hearing and the name of the person docketing the pleading will also appear on the form in the Signature box.



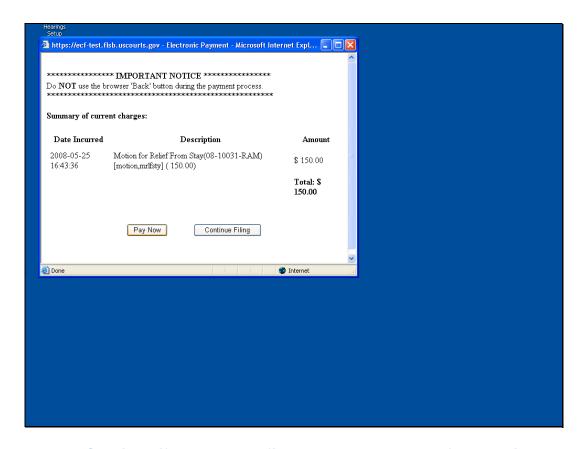
Click on the Printer Icon to print the Notice of Hearing locally so you may serve non electronic recipients.



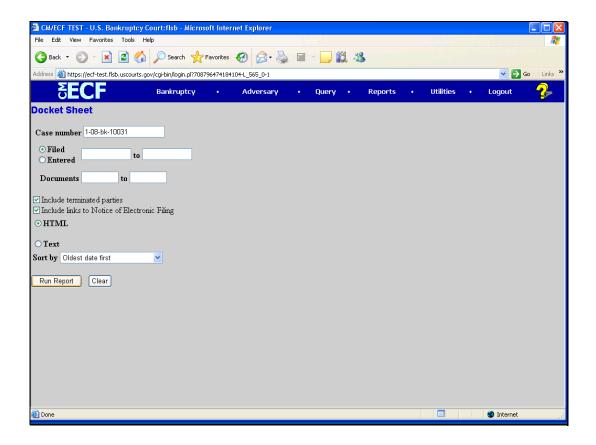
Close the Adobe Window our use the BACK button (if applicable) to return to the NEF screen.



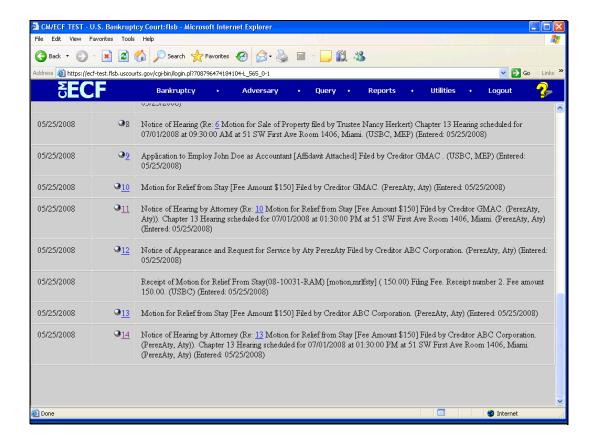
Minimize CM-ECF screen to pay fees (if applicable for the motion filed).



Select Pay Now or Continue if you want to file other documents before making payments for the day.



If you look at the case docket, you will see that we have submitted two transactions.



Notice in our example we docketed CP #13 (the motion) and CP#14 (the Notice of Hearing) which is linked to the motion and has the automatically generated Notice of Hearing PDF as its attachment.

You may now proceed with filing Certificate of Service once adequate service has been provided.

The End