

Slide 1 - Welcome

Slide notes: Welcome to the training module on Self-Calendaring a Chapter 7 Motion. This module guides you through filing a motion, setting a hearing, and generating a Notice of Hearing using the court's case management/electronic case filing system (CM/ECF).




After completing this module, you should be able to:

- ☐ Locate a motion event within CM/ECF
- ☐ Calendar the hearing linked to this motion
- ☐ Generate the Notice of Hearing

Slide 2 - Objectives

Slide notes: After completing this module, you should be able to locate a motion event within CM/ECF, calendar the hearing linked to this motion, and generate the Notice of Hearing.




Exceptions

Self-calendaring is not available for:

- ☐ An emergency motion
- ☐ A motion to rehear or reconsider
- ☐ An evidentiary hearing
- ☐ Adversary proceedings

Slide 3 - Exceptions


Slide notes: Self-calendaring is not available for an emergency motion, motion to rehear or reconsider, set an evidentiary hearing or in any adversary proceeding.





Navigation

Move your mouse over the arrows in the image to the right for information on its navigational functionality.

Press F11 on your keyboard to enter or exit full screen mode.



Click START to begin.



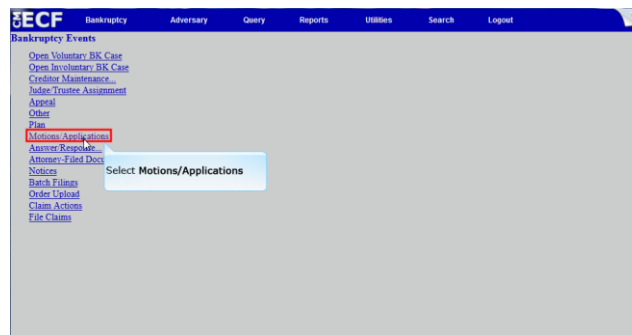
Slide 4 - Navigation

Slide notes: Take a moment to review the navigation instructions on this screen. When you are ready to begin, click START.



Slide 5 - Event Selection

Slide notes: From the Main Menu bar, click Bankruptcy.



Slide 6

Slide notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list to file a Relief from Stay.



Slide 7 - Case Selection

Slide notes: The Case Number screen will appear. Click in the case number field.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

Case Number
09-100115 Find This Case

Next Clear

Type 09-100115 and press Enter.

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Slide notes: Type the appropriate case number (e.g. YY-NNNNN) and press Enter.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

Case Number
09-100115 Find This Case

Next Clear

Click Next.

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Slide notes: Click Next to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

09-100115-PG01 Jonathan Smith and Nancy Smith

Type: bk Chapter: 7, Highlight Box Office: 9 (West Palm Beach)

Assets: n Judge: PGH Case Flag: DebtEdJT

WVDSCIDB

Next Clear

Click Next.

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Slide notes: Confirm the case information on this screen is accurate and click Next.

Slide 11 - Motion Selection

Slide notes: The Available Events screen will appear. We will be filing a motion for relief from stay. You can use the scroll bar to navigate through the list of events or search for a specific event by entering a key word in the text box.

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Slide notes: Click in the text box and type "relief" to narrow down your search. A listing that contains the key word will appear under Available Events.

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Slide notes: Select Relief from Stay from the list.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith
 Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
 Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

Note: For Multi-Part Motions, Ctrl-Click on the Relief Types in the Order that they Appear in the Pleading.

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

Available Events (click to select events)

- Reinstate Case
- Relief from Stay
- Relief from Stay (Agreed)
- Removal of Debtor as Debtor in Possession
- Remove Professional
- Remove Trustee
- Reopen Case for Issuance of Discharge
- Reopen Case to Administer Additional Assets
- Revoke
- Revoke Click Next.
- Revoke
- Revoke

Selected Events (click to remove events)

- Relief from Stay
- Highlight Box

Next **Clear**

Click Next.

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

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith
 Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
 Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

Select the Party:

Bakst, Michael R [Trustee]
 First National Bank of Miami, [Creditor]
 Office of the US Trustee, [U.S. Trustee]
 Smith, Jonathan [Debtor]
 Smith, Nancy [Joint Debtor]

Add Create New Party:

Select First National Bank of Miami, [Creditor].

Next **Clear**

Click Next.

Slide 15 - Party Selection

Slide notes: The Select a Party screen will appear. For this tutorial, we are filing a Relief from Stay on behalf of the creditor First National Bank of Miami. Select First National Bank of Miami from the list.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith
 Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
 Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

Select the Party:

Bakst, Michael R [Trustee]
 First National Bank of Miami, [Creditor]
 Office of the US Trustee, [U.S. Trustee]
 Smith, Jonathan [Debtor]
 Smith, Nancy [Joint Debtor]

Add Create New Party:

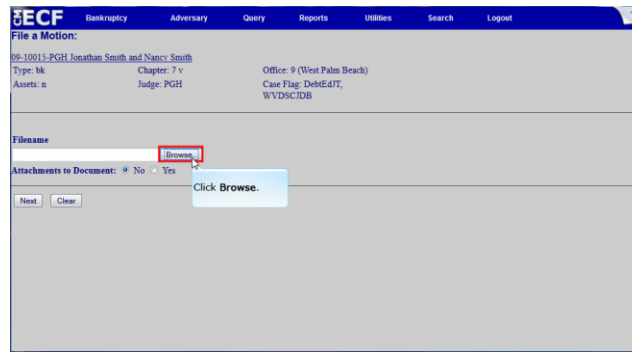
Select First National Bank of Miami, [Creditor].

Next **Clear**

Click Next.

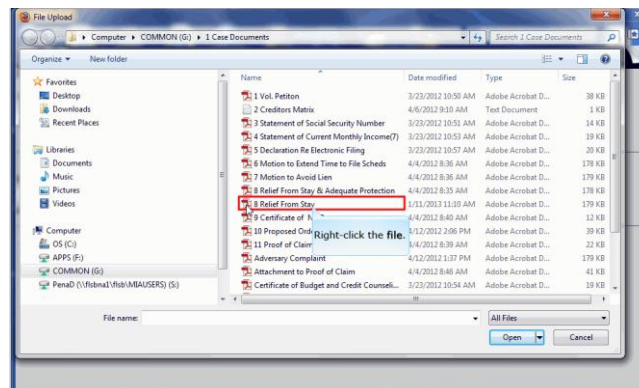
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Slide notes: Click Next to continue.



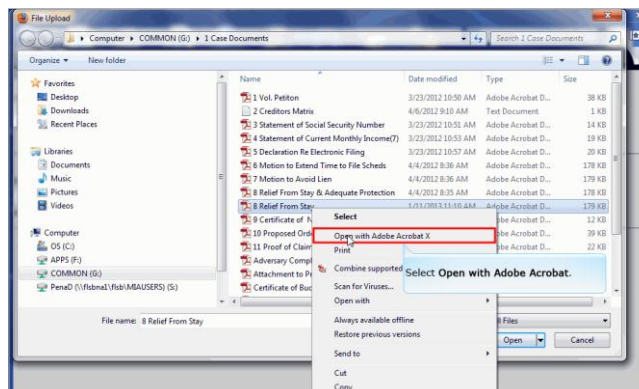
Slide 17 - Uploading Motion

Slide notes: The PDF selection screen will appear. The Relief from Stay file is below the 5 MB file size limit so we will accept the Attachments to Document default of No. Click the Browse button to locate the PDF file.



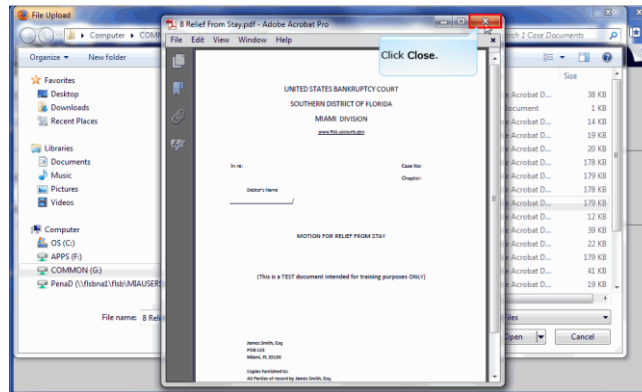
Slide 18

Slide notes: The File Upload dialog box will appear. Navigate to the directory where your saved PDF file is located. Right-click the Relief from Stay file...

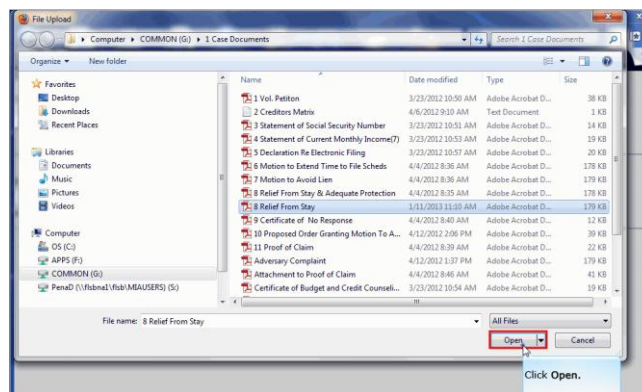


Slide 19

Slide notes: and select Open with Adobe Acrobat to confirm you are uploading the correct file to CM/ECF.

**Slide 20**

Slide notes: The image of your motion will open. The motion should NOT include the hearing date, time or location and pursuant to the FRBP 9037 has been redacted to ensure it does not contain personal identifiers. After verifying its accuracy, click the Close button (at the top right hand corner) to exit the file.

**Slide 21**

Slide notes: Click Open (at the bottom right of the dialog box) to associate the file with the Relief from Stay event.

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Slide notes: Verify the file path of the PDF file selected was populated into the Filename field. Click Next to continue.

Slide 23

Slide notes: The Negative Notice screen will appear. If you select Yes, the motion will be filed but not placed on the judge's calendar. For this tutorial, select No in answer to the question "Is Negative Notice invoked?"

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Slide notes: Click Next.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10013-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)

Assets: n Judge: PGH Case Flag: DebtEdit, WVDSCIDB

ATTENTION: No Fee is Due if the Filing of this Motion is Rendered on Behalf of the United States.

Is this Motion Rendered on Behalf of the United States?

☒ Yes

☐ No

Select No.

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Slide notes: The Motion Rendered screen will appear. Select No in answer to "Is this motion rendered on behalf of the United States?"

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10013-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)

Assets: n Judge: PGH Case Flag: DebtEdit, WVDSCIDB

ATTENTION: No Fee is Due if the Filing of this Motion is Rendered on Behalf of the United States.

Is this Motion Rendered on Behalf of the United States?

☒ Yes

☐ No

Next Clear

Click Next.

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Slide notes: Click Next to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10013-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)

Assets: n Judge: PGH Case Flag: DebtEdit, WVDSCIDB

Fee \$176

Next Clear

Click Next.

Slide 27

Slide notes: The Fee screen will appear. This screen confirms the statutory fee that will be charged upon submission of the event. Click Next.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
Assets: n Judge: PGH Case Flag: DebtEdit, WVDSCIDB

*** IMPORTANT ***

Highlight box

Selecting Yes will allow this motion to be Self-Calendared in accordance with Court Self-Calendaring Procedures. Upon completion, a court-issued Notice of Hearing form will be generated for the filer to serve the required parties and file a certificate of service. [For Self-Calendaring Procedures, available on the court website, click the Filing & Fee Information tab, [here](#).]

Yes No

Next Clear

Click Next.

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Slide notes: The Self-Calendaring screen will appear. Verify Yes is selected to enable self-calendaring of this motion and click Next.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
Assets: n Judge: PGH Case Flag: DebtEdit, WVDSCIDB

Docket Text: Modify Appropriate

Highlight box

Motion for Relief from Stay National Bank of Miami, (Pena, Dallas)

Highlight box

Fee Amount \$176 Filed by Creditor First

Next Clear

Click Next.

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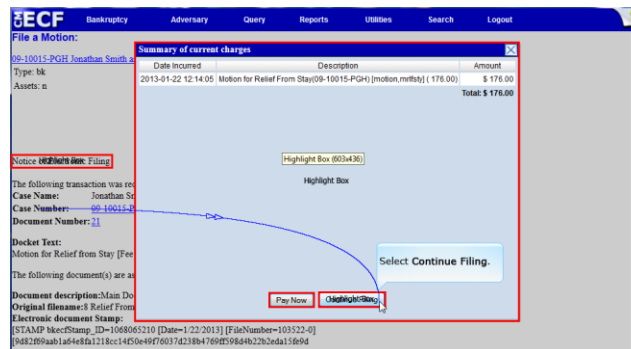
Slide notes: The Modify Docket Text screen will appear. Edit the docket text to provide additional detail as needed for the docket entry. For this tutorial, we will not add any customization to the entry. Click Next to continue.



Slide 30

Slide notes: The Final Docket Text screen will appear. This is the last opportunity to verify that all the information is accurate before the final submission. To make any changes to the filing use your browser's Back button to navigate through previous screens and make any necessary corrections.

Click Next to complete your filing and commit this transaction within CM/ECF.



Slide 31 - Filing Confirmed

Slide notes: The Notice of Electronic Filing (NEF) screen will appear. At the Summary of Current Charges dialog box you would normally select Pay Now to avoid being locked out from filing the next business day due to unpaid transactions.

However, for the purposes of this tutorial, select Continue Filing to return to the NEF screen.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

**U.S. Bankruptcy Court
Southern District of Florida**

Notice of Electronic Filing

The following transaction was received from Dailin Pena entered on 1/22/2013 at 12:14 PM EST and filed on 1/22/2013

Case Name: Jonathan Smith and Nancy Smith
Case Number: 09-10015-PGH
Document Number: 21

Docket Text:
Motion for Relief from Stay (Fee Amount \$176) Filed by Creditor First National Bank of Miami. (Pena, Dailin)

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

Document description: Main Document
Original filename: Relief From Stay.pdf
Electronic document Stamp:
STAMP: docID=10680652110 [Date=1/22/2013] [FileNumber=103522-0]
9427280a0a1a6d0d1718cc1450a460760374223847690758649c77b2da159d4
0168820d46b4c6c6a88a83a4388a363016666206c37a806933a46c306c3

Click the Scroll Bar down arrow.

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Slide notes: You are only half way done with this transaction. If you exit here, your motion will NOT be calendared. Scroll down to the end of the NEF screen...

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Can Cradic on behalf of Debtor Jonathan Smith
cameron_cradic@flsb.uscourts.gov; ellenhaas2001@yahoo.com

Dailin Pena on behalf of Creditor First National Bank of Miami
dailin_pena@flsb.uscourts.gov

09-10015-PGH Notice will not be electronically mailed to:

Patrick Cordero on behalf of Defendant Jonathan Smith
198 NW 37 Ave
Miami, FL 33135

Office of the US Trustee
21 SW 1 Ave No. 1204
Miami, FL 33130

Click Next.

Click Next to select hearing date/time for this motion and to generate a corresponding Notice of Hearing Form for service.

Next Clear

Slide 33 - Self-Calendaring Begins

Slide notes: to view the Self-calendaring prompt. Click Next to calendar the hearing and generate a Notice of Hearing form.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10015-PGH Jonathan Smith and Nancy Smith

Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

Self-Calendaring Utility

Please indicate your type of schedule

None (highlighted)

Next Clear

Click Next.

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Slide notes: Accept the default hearing type and click Next to proceed.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

08-10015-PGH Jonathan Smith and Nancy Smith
 Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
 Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

Self-Calendaring Utility

Select docket entries which are ~~associated~~ associated with the above schedule(s).

Filing Date	#	Docket Text
01/22/2013	21	Motion for Relief from Stay [Fee Amount \$176] Filed by Creditor First National Bank of Miami, (Pena, Dailin)

Select the docket entry.

Slide 35 - Association

Slide notes: The Docket Entries Results screen will appear. The motion you just filed in this case should display. Click the box to select the docket entry for the motion to be calendared.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

08-10015-PGH Jonathan Smith and Nancy Smith
 Type: bk Chapter: 7 v Office: 9 (West Palm Beach)
 Assets: n Judge: PGH Case Flag: DebtEdJT, WVDSCIDB

Self-Calendaring Utility

Select docket entries which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
01/22/2013	21	Motion for Relief from Stay [Fee Amount \$176] Filed by Creditor First National Bank of Miami, (Pena, Dailin)

Next Clear

Click Next.

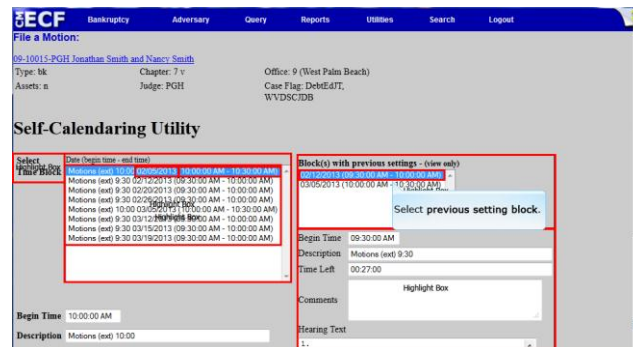
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Slide notes: Click Next to continue.

**Slide 37**

Slide notes: The Hearing Text screen will appear. This text cannot be modified in this screen and will appear on the Judge's calendar. Verify you are setting a hearing on the correct matter. If the matter set for hearing is incorrect, abort this transaction, file a notice to withdraw the motion, and file a new motion.

Otherwise, click Next to continue.

**Slide 38 - Time Block Selection**

Slide notes: The Time Block screen will appear. This provides a list of date and time blocks available for selection for the motion to be heard. 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. When we select the first block listed...

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Slide notes: Select the desired Time Block for your hearing.

Slide 43

Slide notes: 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. Click Next to continue.

Slide 44

Slide notes: The Select Attending attorney(s)/party(s) screen will appear. Accept the default selections, scroll down to the bottom of the screen...

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Slide notes: and click Next.

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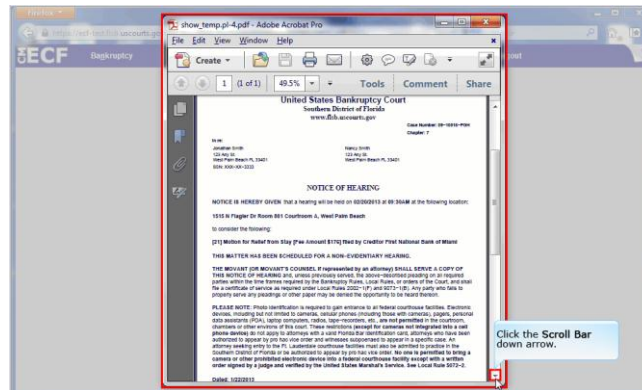
Slide notes: The Docket Text screen will appear. Review the text to ensure you are setting the correct matter with the proper time block. You can use the browser Back button to navigate through previous screens to make any needed corrections on the time blocks. Otherwise, click Next to continue.

Slide 47

Slide notes: The Final Docket Text screen will appear. This is your last opportunity to go back and make corrections. Click Next to commit this transaction and generate the Notice of Hearing form.

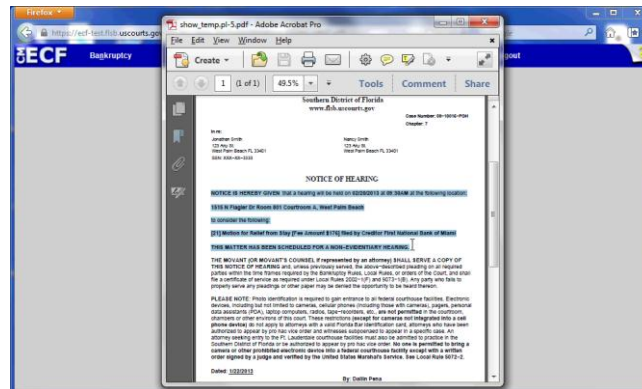
Slide 48 - Notice of Hearing form

Slide notes: The NEF screen will appear again. Click on the link to view AND print the Notice of Hearing form for service.



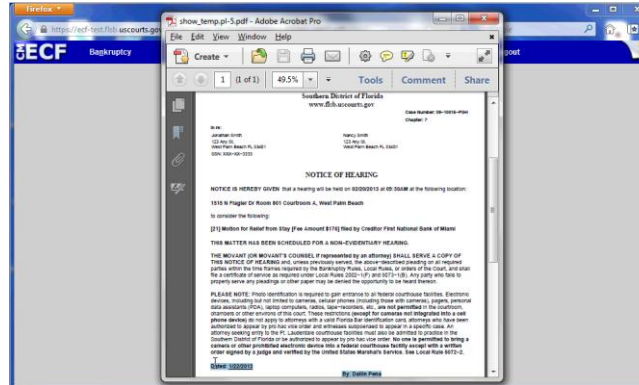
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Slide notes: The image of your Notice of Hearing form will open. Scroll down to see more of the image.



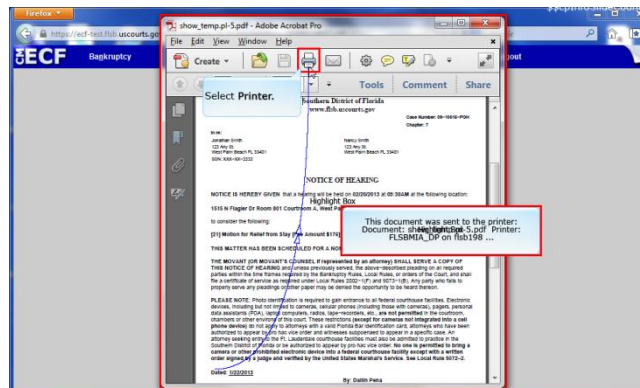
Slide 50

Slide 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.



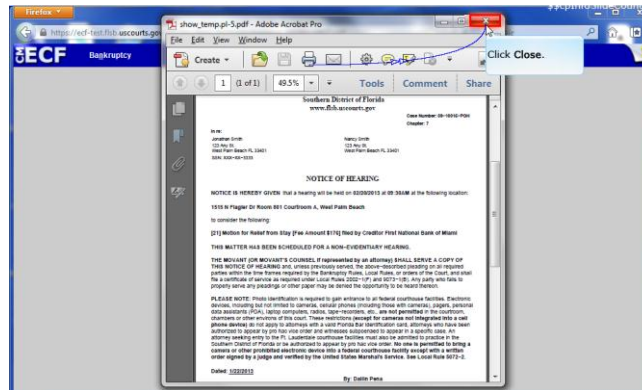
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Slide notes: At the end of the form, the date of the notice of hearing and the name of the person docketing the pleading also appears on the form.

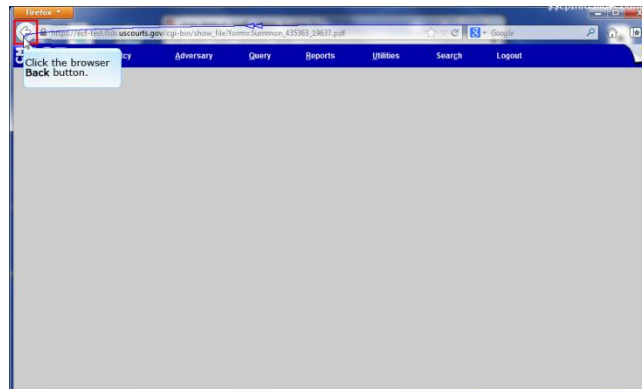


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Slide notes: After verifying the accuracy of the image, select the Printer icon to print the Notice of Hearing form so you may serve those not electronically notified. Once adequate service is provided, follow-up with filing the Certificate of Service.

**Slide 53**

Slide notes: Click the Close button (at the top right hand corner) to exit the file.

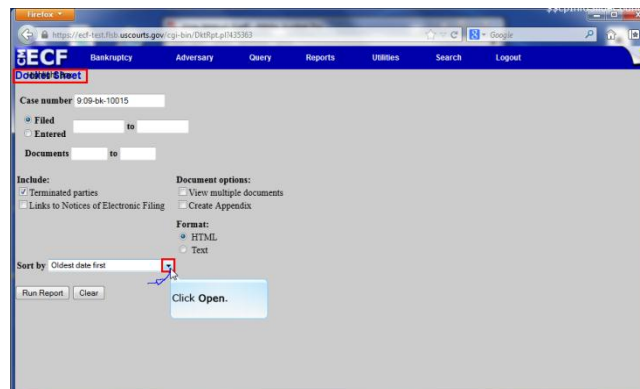
**Slide 54**

Slide notes: You may need to click the browser Back button to return to the NEF screen.



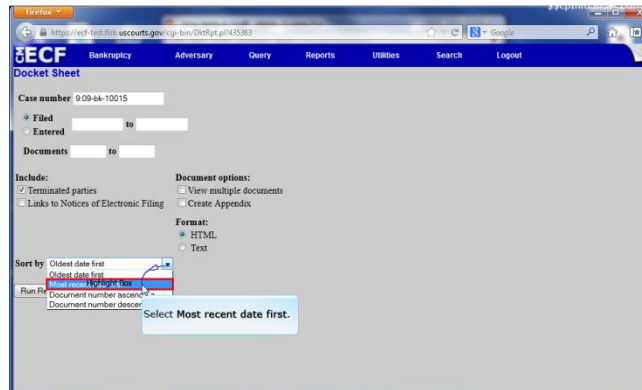
Slide 55 - Transaction Verification

Slide notes: The NEF screen will display again. In this tutorial, we docketed a Motion for Relief from Stay and the Notice of Hearing. We will take a look at the case docket in PACER. Please note that charges will accrue for viewing these transactions in PACER. Click the Case Number link...

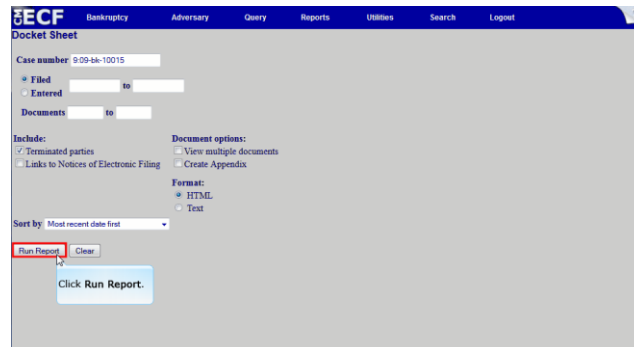


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Slide notes: and look at the case docket in PACER. To expedite the docket review, click the Open button in the Sort by field...

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Slide notes: and select Most recent date first.

**Slide 58**

Slide notes: Click Run Report to continue.

**Slide 59**

Slide notes: The docket sheet for your case will appear. Click the scroll bar to navigate to the recent entries...

Filing Date	#	Docket Text
01/22/2013	22	Notice of Hearing by Filer (Re: 21 Motion for Relief from Stay [Fee Amount \$176] Filed by Creditor First National Bank of Miami). Hearing scheduled for 02/20/2013 at 09:00 AM in 515 N Flagler Dr Room 801 Courtroom A, West Palm Beach. (Pena, Dalin) (Entered: 01/22/2013) Highlight box
01/22/2013	21	Motion for Relief from Stay [Fee Amount \$176] Filed by Creditor First National Bank of Miami (Pena, Dalin) (Entered: 01/22/2013) Highlight box

Slide 60

Slide notes: and you will notice that docket entry 21 (the Motion) and 22 (the Notice of Hearing) reflect our activity. The Notice of Hearing, which is linked to the motion, has the Notice of Hearing form as its attachment. This confirms we have fully completed our transactions and the motion has been calendared.

Summary

You should now be able to:

- Locate a motion event within CM/ECF
- Calendar the hearing linked to this motion
- Generate the notice of hearing

[EXIT](#)

Slide 61 - Summary

Slide notes: After reviewing the learning module on Self-Calendaring a Chapter 7 Motion, you should now be able to locate a motion event within CM/ECF, calendar the hearing linked to this motion, and generate the notice of hearing. Click Exit when you are finished.

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

Slide 62 - Exit