

Slide 1 - Introduction Slide

Motion for Relief from Stay and Adequate Protection CM/ECF BK v3.3 i

Production Information:
Produced by AO-OIT-SDSD-TB
Contact Information: AOTXmi_ELM@aob.uscourts.gov

Electronic Learning Module Version 1.0
March 13, 2009

Bankruptcy CM/ECF Release 3.3

Multi-Part Motion

Slide notes

Welcome to the Filing a Multi-Part Motion module.

Slide 2 - Navigation

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

Additional Information: Roll the mouse over the "i" located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

Exit the Lesson: To exit the lesson, click the **X** in the upper right corner of the lesson window, or select **Exit** from the menu.

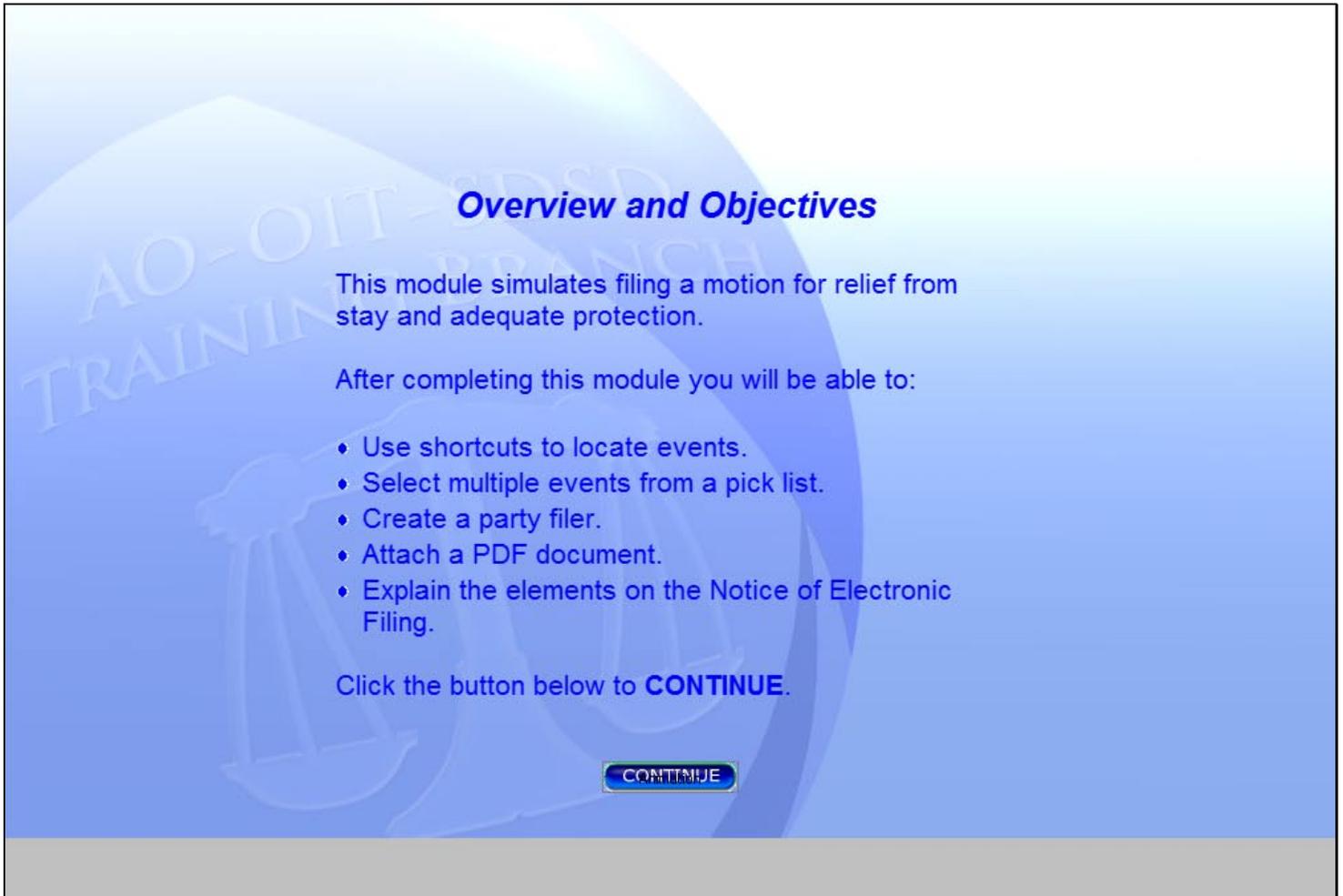
Begin the Lesson: Click the **START** button when you are ready to begin.



Slide notes

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

Slide 3 - Objectives

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT-IPSD TRAINING BRANCH". The title "Overview and Objectives" is centered in a bold, blue font. Below the title, the text describes the module's purpose and lists five learning objectives. At the bottom, there is a "CONTINUE" button with a blue gradient and a white border.

Overview and Objectives

This module simulates filing a motion for relief from stay and adequate protection.

After completing this module you will be able to:

- Use shortcuts to locate events.
- Select multiple events from a pick list.
- Create a party filer.
- Attach a PDF document.
- Explain the elements on the Notice of Electronic Filing.

Click the button below to **CONTINUE**.

CONTINUE

Slide notes

This module simulates filing a multi-part motion, using a motion for relief from stay and a motion for adequate protection. After viewing this module, you will be able to: Locate an event using a shortcut, select multiple motions, create a party filer, attach a PDF document, and describe the parts of the Notice of Electronic Filing. When you are ready, click the CONTINUE button.

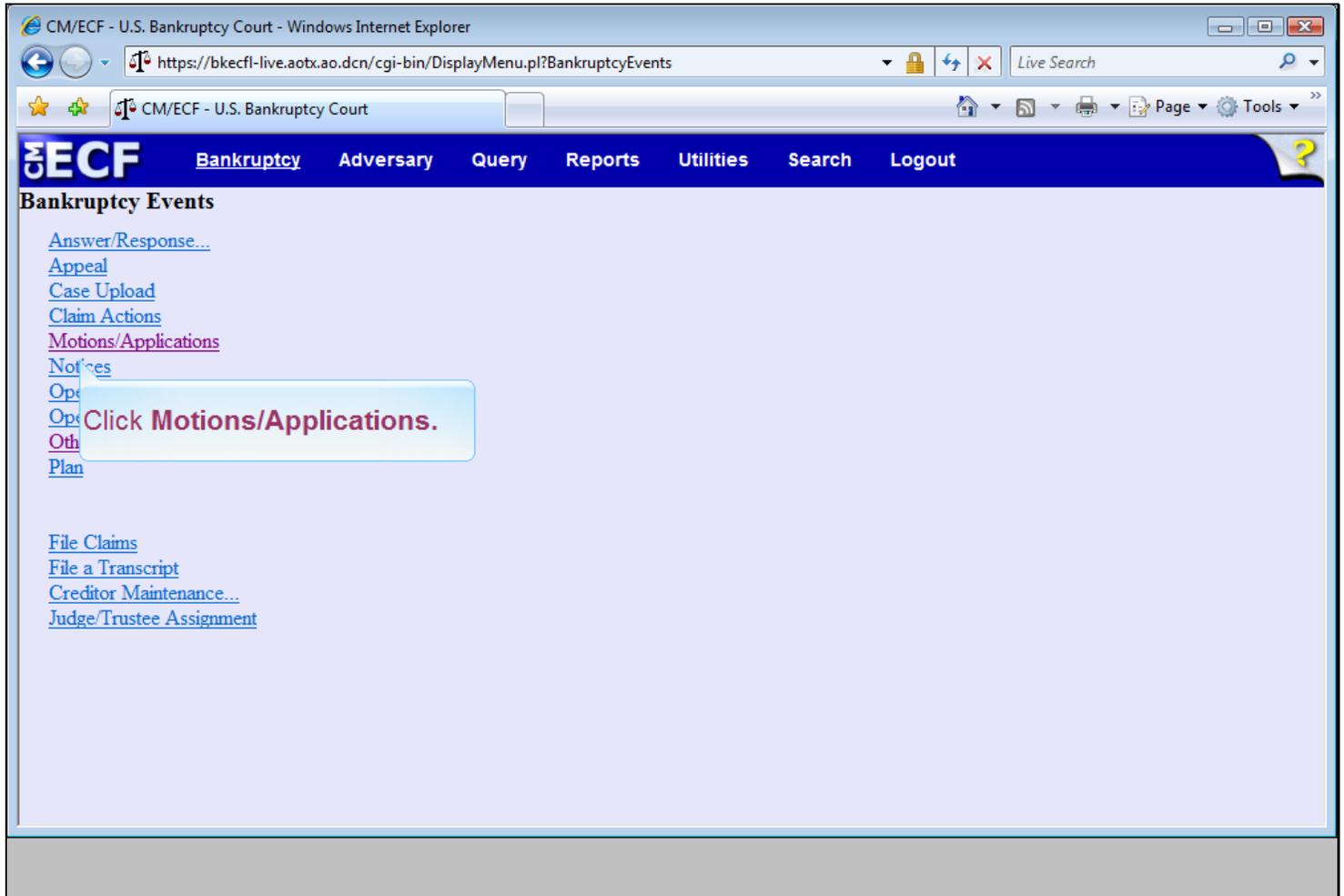
Slide 4 - Slide 4



Slide notes

A successful login to CM/ECF displays the CM/ECF main menu screen. Click Bankruptcy in the main menu.

Slide 5 - Slide 5



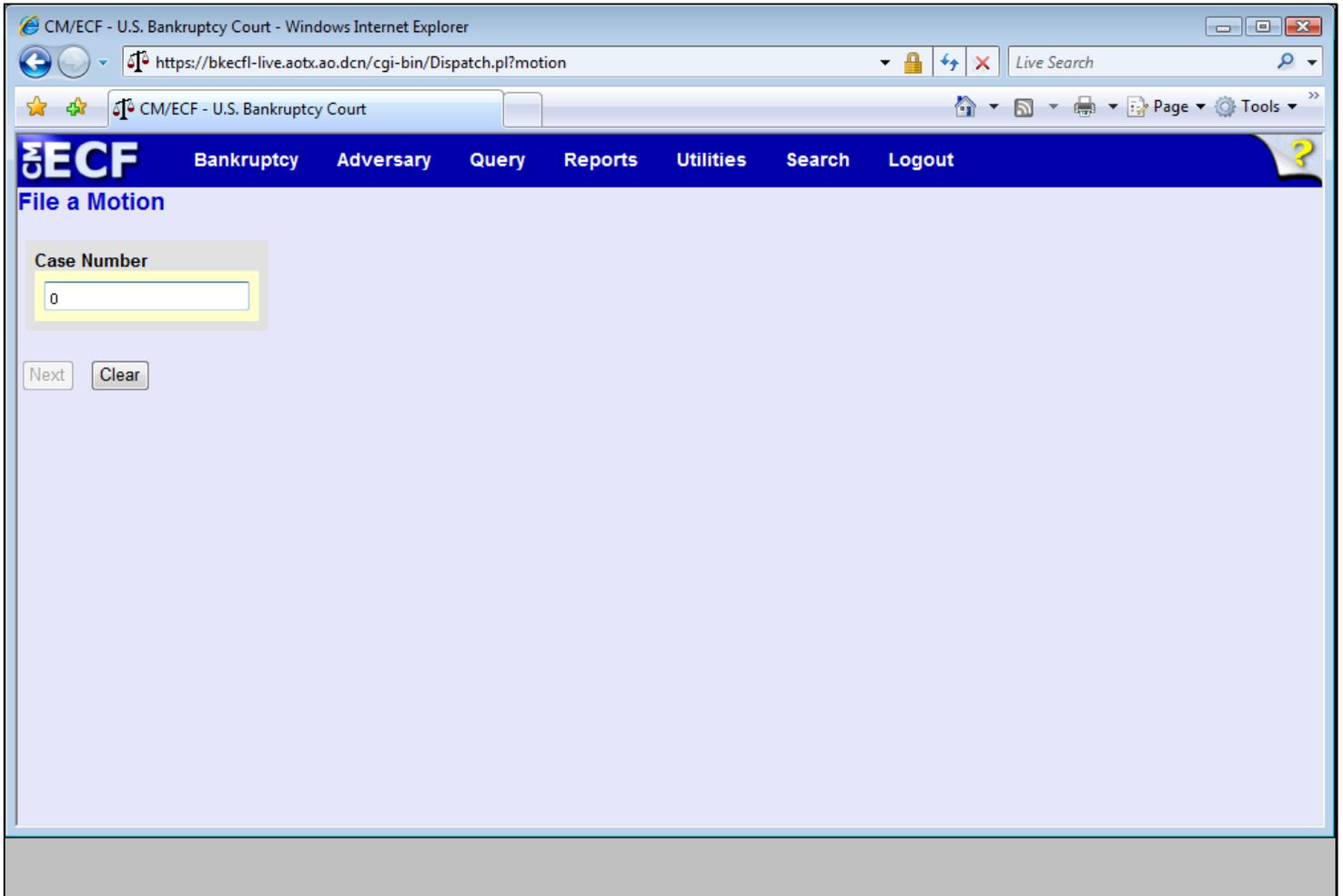
The screenshot shows a Windows Internet Explorer browser window displaying the CM/ECF U.S. Bankruptcy Court website. The address bar shows the URL: <https://bkecf-live.aotx.aoc.dcn/cgi-bin/DisplayMenu.pl?BankruptcyEvents>. The website header includes the ECF logo and navigation links: [Bankruptcy](#), [Adversary](#), [Query](#), [Reports](#), [Utilities](#), [Search](#), and [Logout](#). The main content area is titled "Bankruptcy Events" and lists several menu items: [Answer/Response...](#), [Appeal](#), [Case Upload](#), [Claim Actions](#), [Motions/Applications](#), [Notices](#), [Op...](#), [Op...](#), [Oth...](#), and [Plan...](#). A callout box with a light blue background and a red border points to the "Motions/Applications" link, containing the text "Click Motions/Applications." Below the main menu, there are additional links: [File Claims](#), [File a Transcript](#), [Creditor Maintenance...](#), and [Judge/Trustee Assignment](#).

Slide notes

Pleadings requesting more than one relief are known as multi-part motions. CM/ECF allows the judge to rule on each relief separately.

To begin filing a multi-part motion, click Motions/Applications.

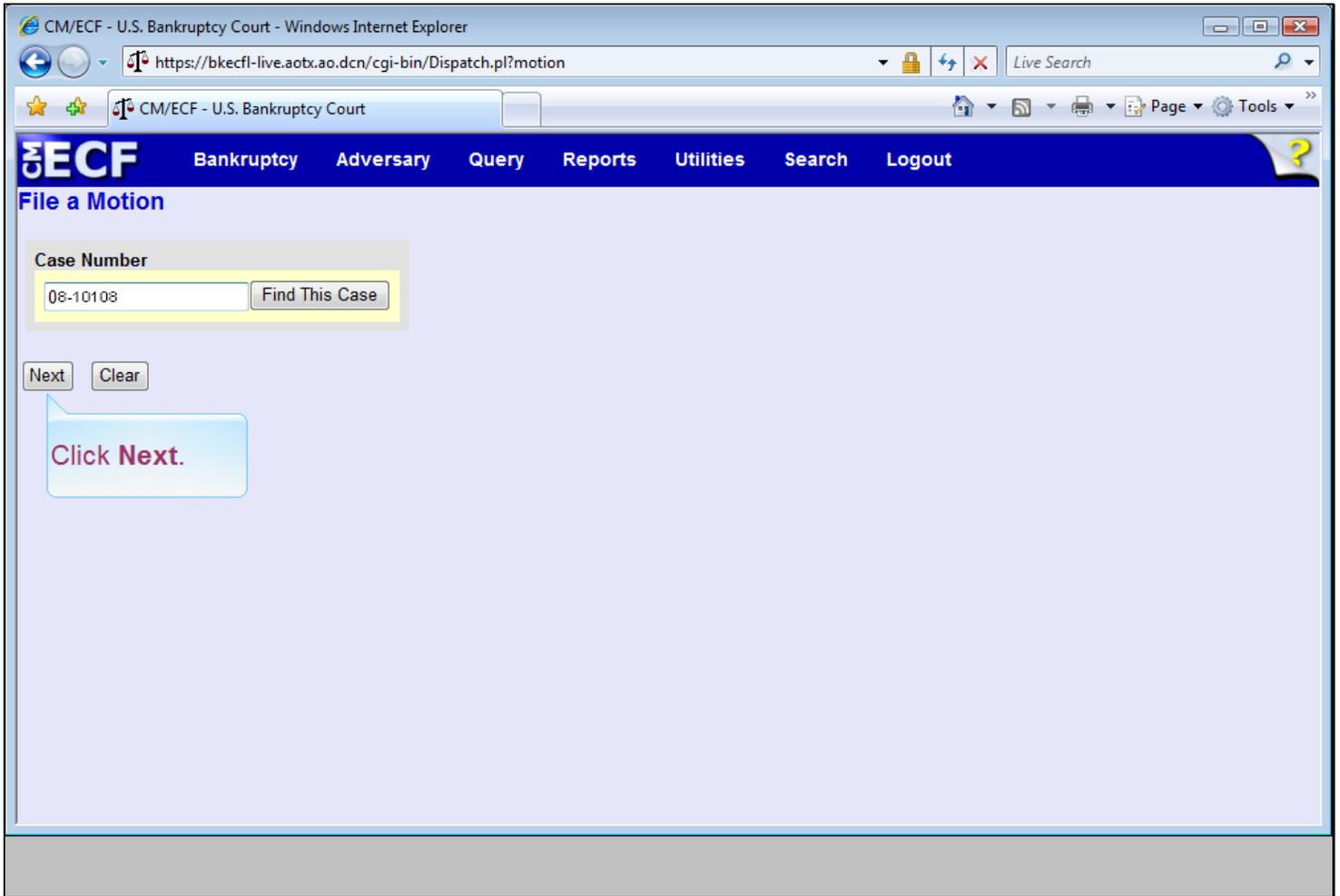
Slide 6 - Slide 6



Slide notes

When filing a motion in CM/ECF, you must first identify the appropriate case. I'll enter the case number 08-10108 for you.

Slide 7 - Slide 7



Slide notes

Notice that as the case number is entered, the previously grayed out Next button becomes available. After the case number is entered, click the Next button.

Slide 8 - Locate an Event

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aocdn/cgi-bin/Dispatch.pl?547444545916583

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Start typing to find an event.

Available Events (click to select events)

- Abandon
- Abstention Under Section 305
- Access to Tax Documents
- Accounting
- Adequate Protection
- Administrative Expenses
- Allow Claims
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear pro hac vice
- Appoint Creditors Committee
- Appoint Examiner
- Appoint Trustee
- Appointment of Consumer Privacy Ombudsman
- Approve Compromise Under Rule 9019
- Assume Lease or Executory Contract
- Authority to Obtain Credit Under Section 364

Selected Events (click to remove events)

Slide notes

Once the case has been identified, a list of available events from the Motions menu displays. It is from this list that you select the appropriate motion. For a multi-part motion, it is very important to select the reliefs in the order in which they appear on the pleading. For our example, "Relief from Stay" is selected first. While you can scroll through the list to locate the appropriate event, the number of events listed can be limited by typing a few characters or whole words in the highlighted text box. For our example, the word "relief" will be used to limit the list of events displayed. Watch what happens as I type "r" in the text box.

Slide 9 - Slide 9

The screenshot shows a web browser window with the URL <https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?615255976634196>. The page title is "File a Motion" and the case information includes: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville), Assets: n, Judge: ca, and Case Flag: MEANSNO, 727OBJ. Below the case information is a search bar with the text "Click your selection, or use arrows to highlight it and press Enter." There are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Approve Compromise Under Rule 9019, Deposit Funds into Court Registry, Extend Time to Appeal Under Rule 8002(c), Extension of Time Re: Transcript, Reaffirmation, Reclassify Claims, Reconsider, Reconsider Dismissal of Case, Recusal, Redeem Property of the Estate, Refund of Fees, Reinstate, Reinstater, Reject Lea, Release F, Relief from Co-Debtor Stay, Relief from Stay, Remand, and Remove Debtor as Debtor in Possession. A blue callout box with the text "Click Relief from Stay." is positioned over the "Relief from Stay" item in the list.

Slide notes

The list displayed has now been shortened to include all events in which the letter "r" appears. Click Relief from Stay from the list.

Slide 10 - Slide 10

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?547444545916583
Live Search

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

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

Available Events (click to select events)

- Pay
- Pay Filing Fee in Installments
- Preliminary Injunction
- Prohibit Use Cash Collateral
- Protective Order
- Quash
- Reaffirmation
- Reclassify Claims
- Reconsider
- Reconsider Dismissal of Case
- Recusal
- Redeem Property of the Estate
- Refund of Fees
- Reinstate Case
- Reinstatement of Retiree Benefits
- Reject Lease or Executory Contract
- Release Funds from Court Registry
- Relief from Co-Debtor Stay
- Relief from Stay

Selected Events (click to remove events)

- Relief from Stay

Slide notes

After selecting the event, notice that Relief from Stay now displays in the Selected Events list. The movant is also requesting a Motion for Adequate Protection. To locate this motion, the word "adequate" will be used to reduce the list of available events. I'll type "a" in the box.

Slide 11 - Slide 11

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?897829934434959

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

ad Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Appointment of Consumer Privacy Ombudsman
- Approve Compromise Under Rule 9019
- Assume Lease or Executory Contract
- Authority to Obtain Credit Under Section 364
- Avoid Lien
- Avoid Lien on Household Goods
- Certification to Court of Appeals
- Deconsolidate Case Association
- Dismiss Case for Abuse
- Extend Automatic Stay
- Extend Time to Appeal Under Rule 8002(c)
- File Amended Proof of Claim
- File Claim After Claims Bar Date
- Generic Application
- Impose Automatic Stay
- Increase Assurance Payment
- Joint Administration
- Leave to Appeal
- Limited Admissions

Selected Events (click to remove events)

- Relief from Stay

Slide notes

I'll continue to type the word "adequate" by typing the letter "d."

Slide 12 - Slide 12

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?615255976634196

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

08-10108 [Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

ad Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Adequate Protection
- Administrative Expenses
- Joint Administration
- Limited A

Selected Events (click to remove events)

- Relief from Stay

Next

Press and hold CTRL and click Adequate Protection.

Slide notes

We can now easily locate Adequate Protection from the shortened list. To select another motion from the Available Events list, hold down the CTRL key and click on the event. For our example, press and hold down the CTRL key and click Adequate Protection.

Slide 13 - Slide 13

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?615255976634196

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

08-10108 [Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

ad Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Adequate Protection
- Administrative Expenses
- Joint Administration
- Limited Admissions

Selected Events (click to remove events)

- Relief from Stay
- Adequate Protection

Next Clear

Click Next.

Slide notes

The order in which the motions display in the Selected Events list is the order in which they will appear in the docket text for this transaction. If a motion has been selected in error, click the motion in the selected events list to remove the event. Click Next.

Slide 14 - Slide 14

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?494380928102549

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Joint filing with other attorney(s).

Next Clear

Click Next.

Slide notes

If you are filing jointly with another attorney, click the Joint filing with other attorneys checkbox. For our example, we are not filing jointly with another attorney. Click Next.

Slide 15 - Create a Party Filer

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?264046437911786

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

08-10108 [Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Select the Party:

Black, Xenon [Debtor]
Evans, Roberta R. [U.S. Trustee]
Mayfair, Julian [Trustee]

[Add/Create New Party](#)

Click Add/Create New Party.

Next Clear

Slide notes

All parties entered in CM/ECF for the case now display. If listed, the movant is selected from the displayed list by clicking on their name and clicking Next. However, the creditor seeking to lift the stay in our example is Bank of America which does not appear in the list of parties for this case. To add Bank of America to this case, click Add/Create New Party.

Slide 16 - Slide 16

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aobx.ao.dcn/cgi-bin/AddPartyLink.pl?180369200634592-pty

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Type Bank of America then click Search.

Slide notes

The Search for a party screen displays. This search is not case sensitive and partial names may be used, but partial entries made in this field will be checked against the characters of the first word in the Last/Business name for the party. For instance searching by America would find American Express, but not Bank of America. Enter Bank of America in the Last/Business name field and click Search.

Slide 17 - Slide 17

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.aoc.dcn/cgi-bin/AddParty.pl?899011540473805". The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The website's navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Search for a party" and contains the following form fields:

- SSN / ITIN
- Tax ID / EIN
- Last/Business name
- First Name
- Middle Name

Below the form fields are two buttons: "Search" and "Clear".

The "Party search results" section displays the following text:

Bank of America, 2320 Tower Life, San Antonio, TX

A callout box with a blue background and white text says: "Click Bank of America."

At the bottom of the search results section are two buttons: "Select name from list" and "Create new party".

Slide notes

The display of Bank of America in the Party search results box indicates that this party already exists in the CM/ECF database. Had it not been found, it could be created by clicking the Create new party button. Click Bank of America to begin the process of adding the party to the case.

Slide 18 - Slide 18

Slide notes

Now, click Select name from list.

Slide 19 - Slide 19

The screenshot shows a web browser window with the URL https://bkecf-live.aotx.aocdn/cgi-bin/AddParty.pl?523344085508057-L_953_0-1. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Party Information

Bank of America SSN / ITIN:Unknown Tax ID / EIN:11-8888888

Office	<input type="text"/>	Address 1	<input type="text" value="2320 Tower Life"/>		
Address 2	<input type="text"/>	Address 3	<input type="text"/>		
City	<input type="text" value="San Antonio"/>	State	<input type="text" value="TX"/>	Zip	<input type="text" value="78965"/>
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="blank (blank:)"/>				
Party text	<input type="text"/>				

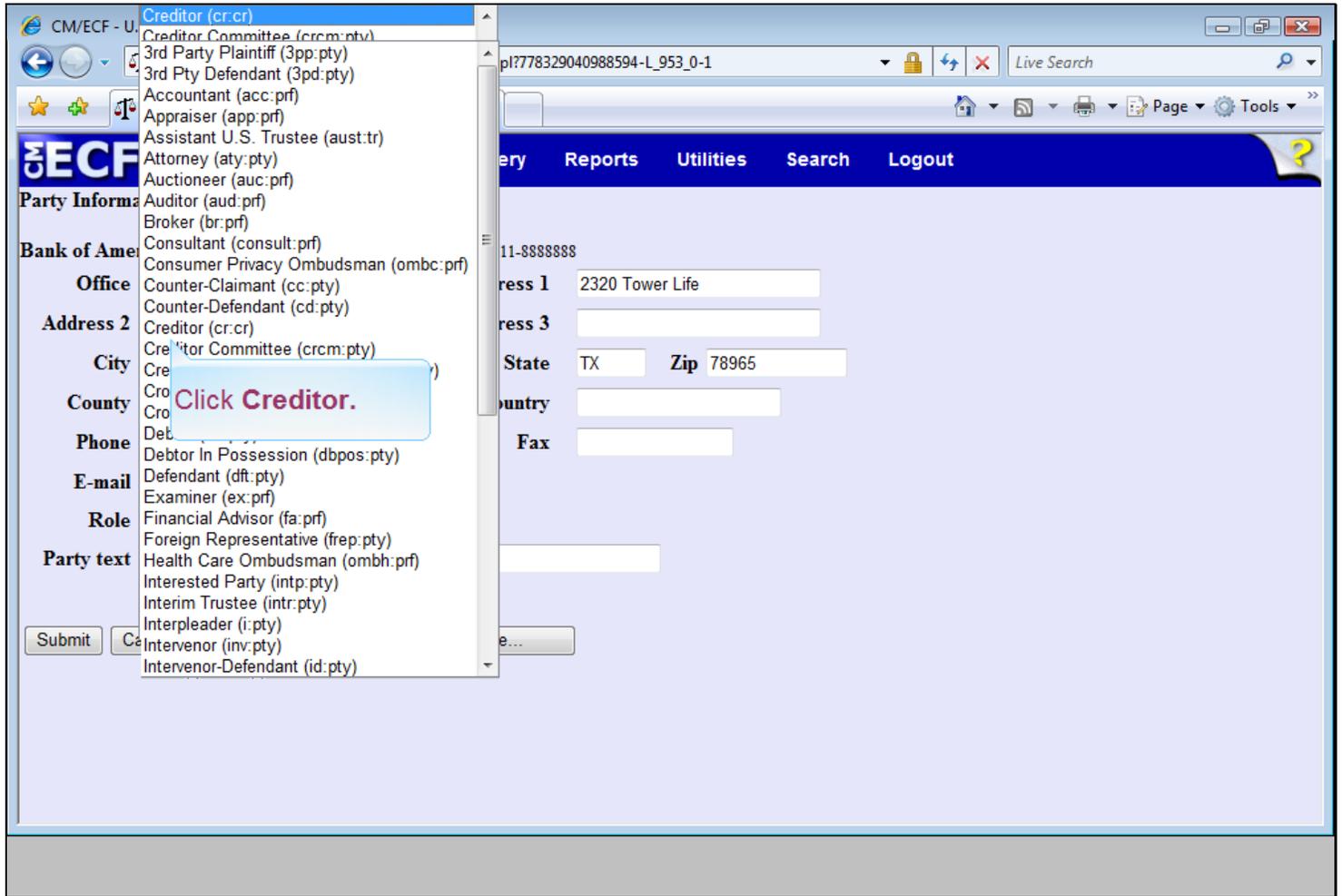
Buttons: Submit, Cancel, Clear, Corporate parent / affiliate...

Callout box: Click the drop-down arrow.

Slide notes

The Party Information screen displays allowing the entry of any additional information for Bank of America. Changes made to the party record on this screen are reflected in the party's record for this case only. The E-mail field on this screen is used to display any e-mail address entered when the Party information was initially entered in the CM/ECF database. Entry of an e-mail address in this field on this screen will not provide electronic noticing to this party via the address entered. The role of the party in this case must be selected. Click the drop-down arrow.

Slide 20 - Slide 20



Slide notes

The list of role types displays. Click Creditor.

Slide 21 - Slide 21

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aoc.dcn/cgi-bin/AddParty.pl?333398500882525-L_953_0-1

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

Bank of America SSN / ITIN:Unknown Tax ID / EIN:11-8888888

Office Address 1 2320 Tower Life

Address 2 Address 3

City San Antonio State TX Zip 78965

County Country

Phone Fax

E-mail

Role

Party text

Submit Cancel Clear Corporate parent / affiliate...

Click Submit.

Slide notes

Verify all displayed information for the selected party, then click Submit.

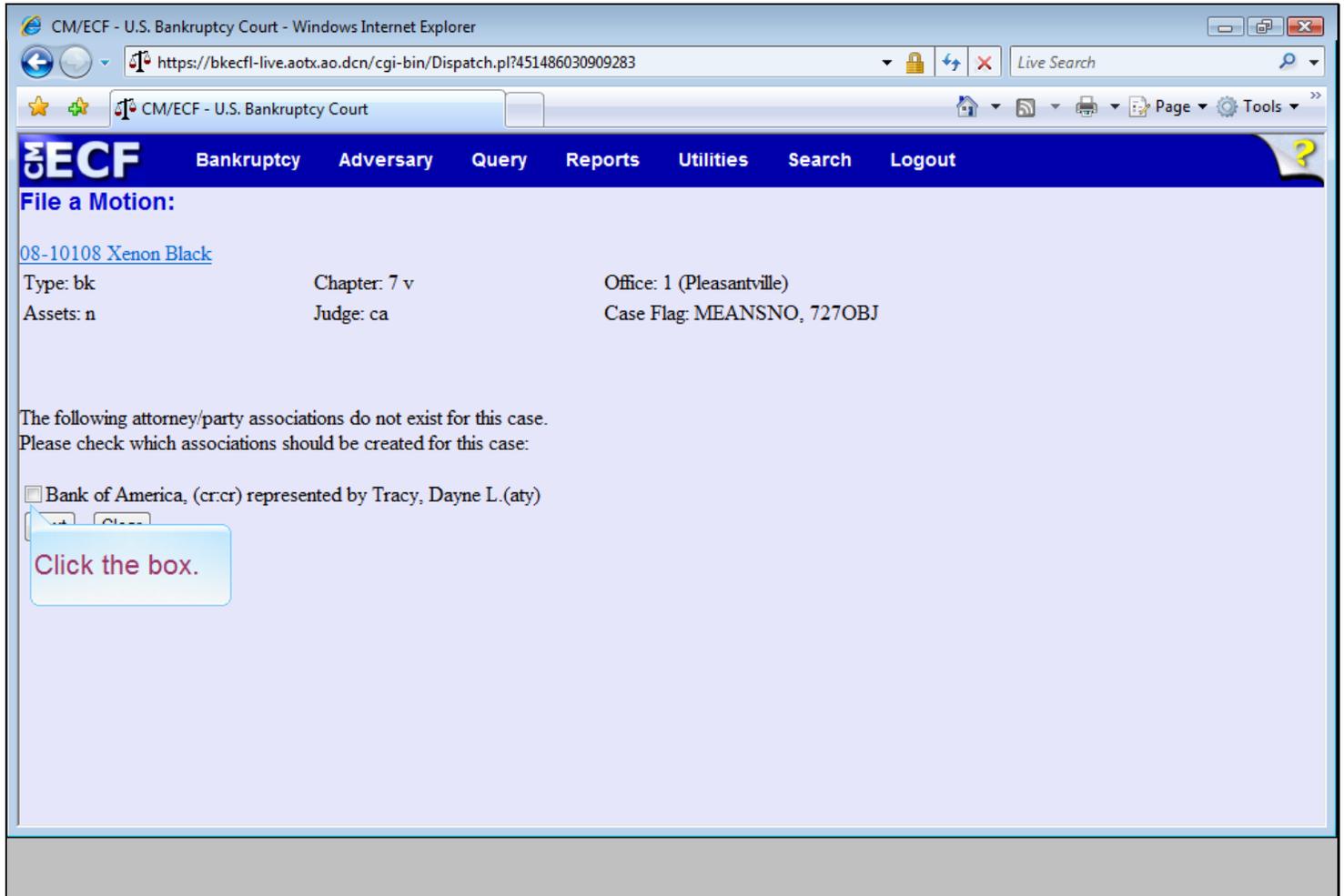
Slide 22 - Slide 22

The screenshot shows a Windows Internet Explorer browser window displaying the ECF (Electronic Case Filing) system. The address bar shows the URL: https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?589153127228742. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "File a Motion:" and displays case information for case 08-10108 Xenon Black. The case details are: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville), Assets: n, Judge: ca, and Case Flag: MEANSNO, 727OBJ. Below the case details, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing a list of parties: "Bank of America, [Creditor]", "Black, Xenon [Debtor]", "Evans, Roberta R. [U.S. Trustee]", and "Mayfair, Julian [Trustee]". The "Bank of America, [Creditor]" option is highlighted. To the right of the dropdown menu is a link labeled "Add/Create New Party". Below the dropdown menu are two buttons: "Next" and "Clear". A blue callout box with the text "Click Next." is positioned over the "Next" button.

Slide notes

Bank of America now displays and is highlighted in the Select the party box for our case. Click Next.

Slide 23 - Slide 23



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?451486030909283

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Judge: ca	Case Flag: MEANSNO, 727OBJ

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

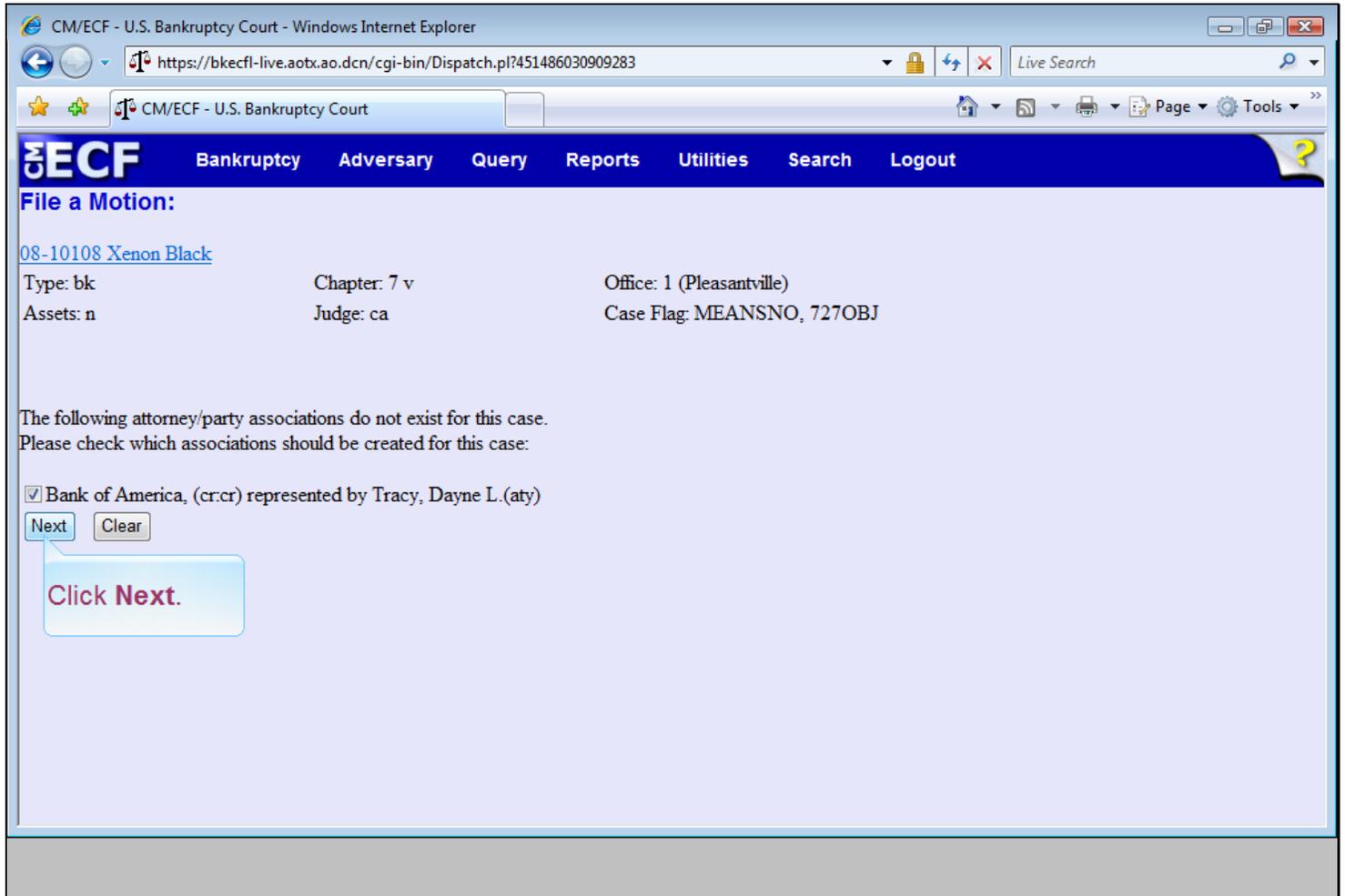
Bank of America, (cr:cr) represented by Tracy, Dayne L.(aty)

Click the box.

Slide notes

This screen indicates for this case, a relationship between you as the attorney and the party on whose behalf you are filing does not exist within CM/ECF. If this association is not made on this screen, neither party will be noticed. In order to create this association, click the checkbox.

Slide 24 - Slide 24



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?451486030909283

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Judge: ca	Case Flag: MEANSNO, 727OBJ

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Bank of America, (cr:cr) represented by Tracy, Dayne L.(aty)

Click Next.

Slide notes

Now, click Next.

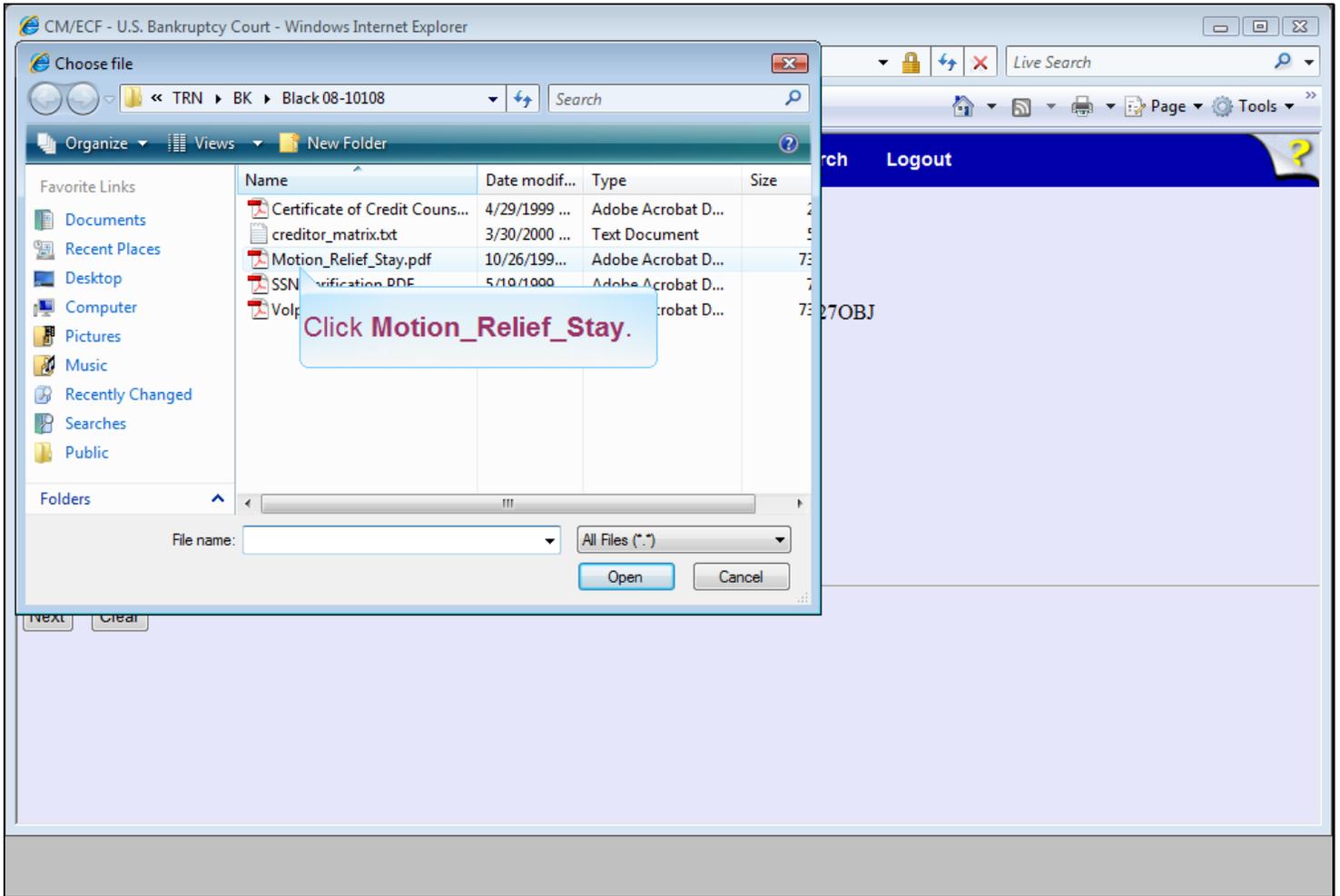
Slide 25 - Attach a PDF Document

The screenshot shows a Windows Internet Explorer browser window displaying the CM/ECF - U.S. Bankruptcy Court website. The address bar shows the URL: https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?528185175332961. The page title is 'CM/ECF - U.S. Bankruptcy Court'. The navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout. The main content area is titled 'File a Motion:' and shows a case entry for '08-10108 Xenon Black'. The case details are: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville), Assets: n, Judge: ca, Case Flag: MEANSNO, 727OBJ. Below the case details, there is a text prompt: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. A form labeled 'Filename' has an empty text input field and a 'Browse...' button. Below the form, there is a radio button selection for 'Attachments to Document: No (selected) Yes'. At the bottom of the form are 'Next' and 'Clear' buttons. A callout box with a blue border and white background points to the 'Browse...' button, containing the text 'Click Browse.' in red.

Slide notes

The PDF document for this motion is associated with this docket entry on this screen. Click Browse.

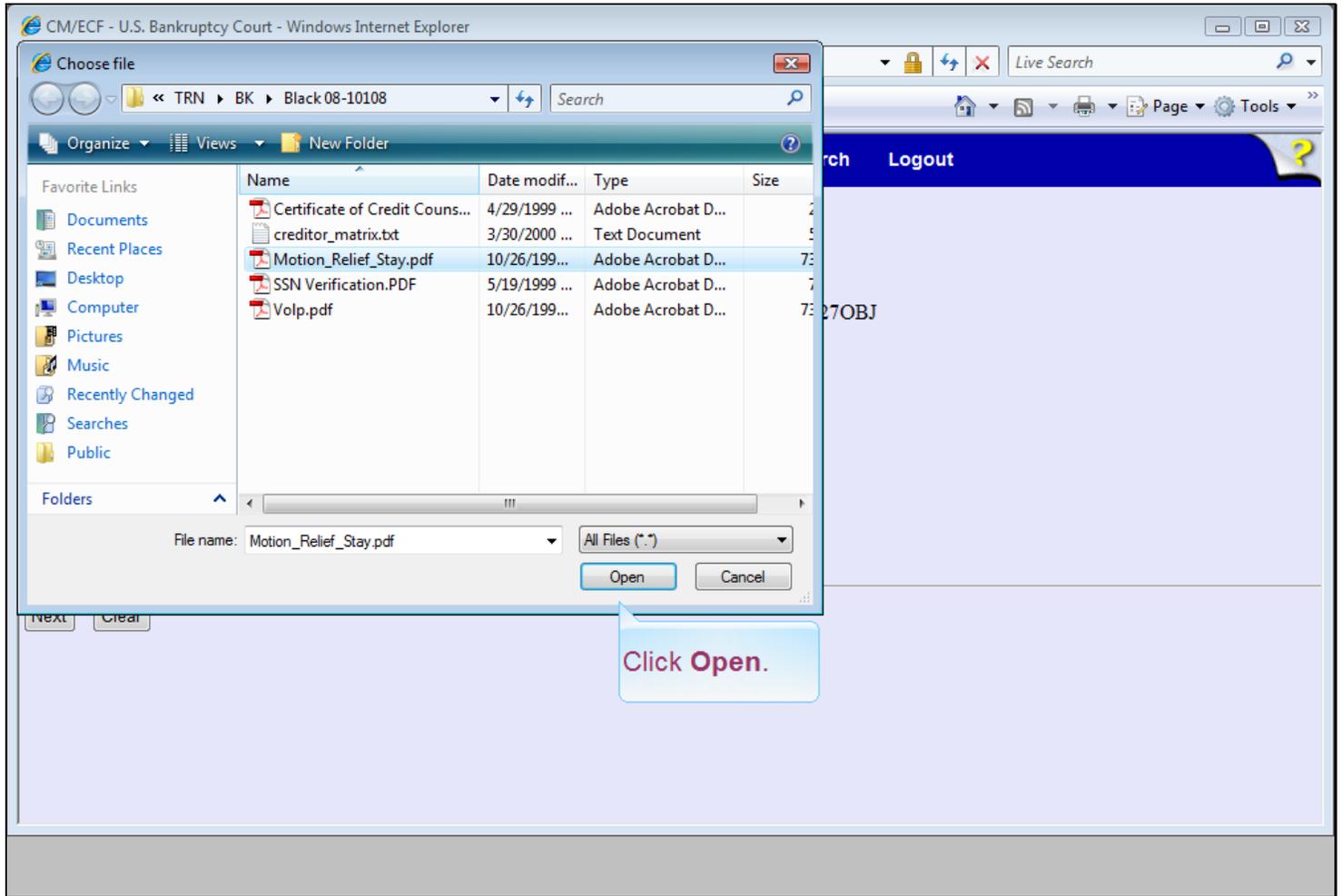
Slide 26 - Slide 26



Slide notes

Navigate to the location on your computer where the PDF document is stored. For our example, click Motion_Relief_Stay.

Slide 27 - Slide 27



Slide notes

Our example does not simulate opening the PDF document, but it is always a good idea at this point to verify that this is the correct PDF document you want attached to this event. Click Open.

Slide 28 - Slide 28

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?353833073761476

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Judge: ca	Case Flag: MEANSNO, 727OBJ

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
R:\TRN\BK\Black 08-10108\Motion_Relief

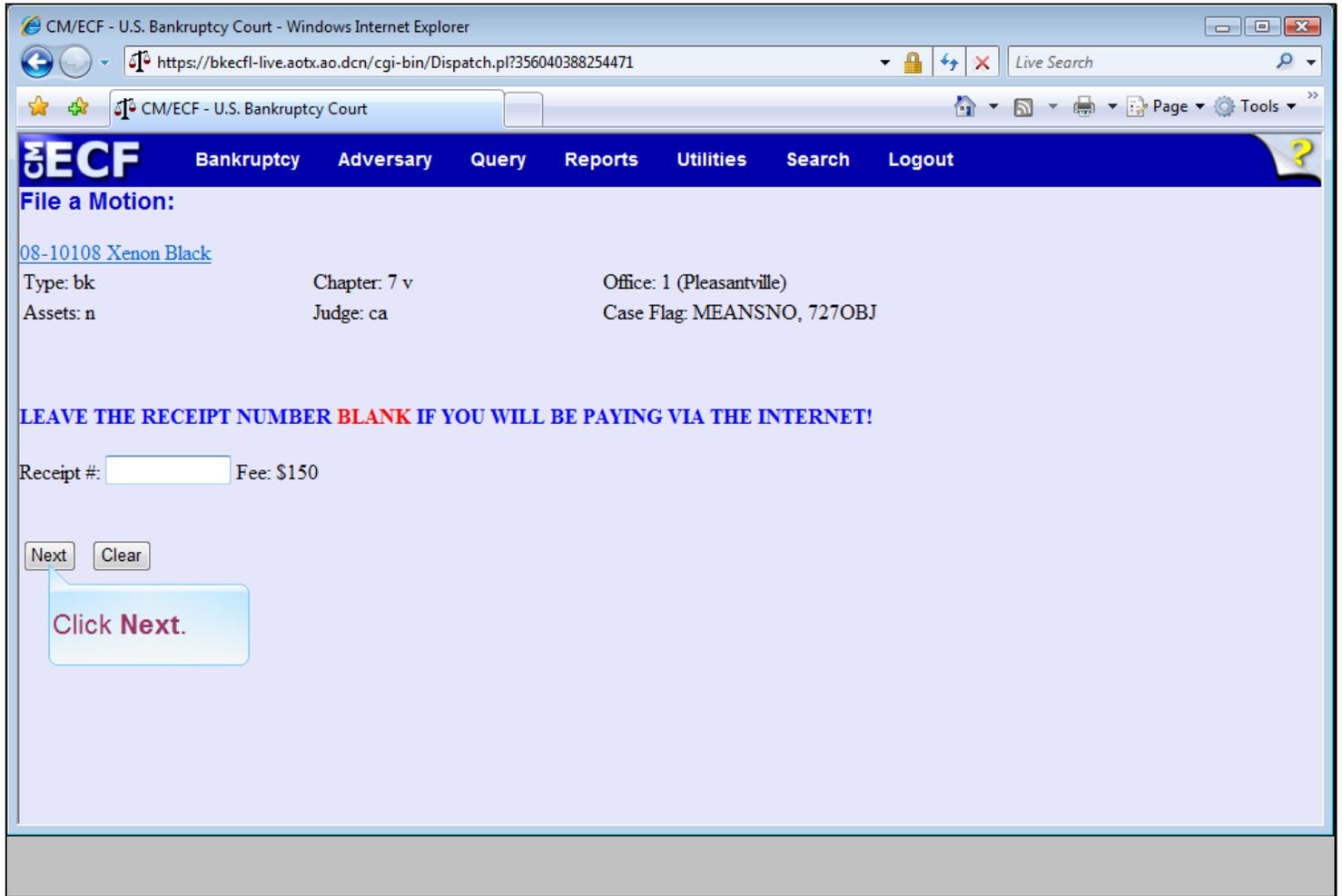
Attachments to Document: No Yes

Click Next.

Slide notes

The complete path for the Motion for Relief from Stay PDF document now displays in the Filename field. If additional documents are to be attached, click the Yes radio button next to Attachments to Document. For our example, there are no additional attachments to the motion. Click Next.

Slide 29 - Slide 29



Slide notes

Depending on how your district handles payment of fees, the display of this screen might vary from what is shown here. Follow the instructions regarding paying fees in your district. For our example, we will leave the receipt number field blank. Click Next.

Slide 30 - Slide 30

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The website header includes the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:". Below this, there is a link "08-10108 Xenon Black". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Judge: ca	Case Flag: MEANSNO, 727OBJ

The "Docket Text: Modify as Appropriate." section contains a form with the following text: "Motion for Relief from Stay [] . Fee Amount \$150, []". Below this, it says "(Tracy, Dayne []) Filed by Creditor Bank of America". A callout box with a blue border and white background points to a small downward-pointing arrow on the left side of the form, containing the text "Click the drop-down arrow." At the bottom of the form are "Next" and "Clear" buttons.

Slide notes

A descriptive prefix may be added to the docket text further describing the Motion for Relief from Stay. To view a list of these prefixes, click the drop-down arrow.

Slide 31 - Slide 31

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay . Fee Amount \$150,

Motion for Adequate Protection Filed by Creditor Bank of America

Click here.

- Agreed
- Alien
- Core
- Emergency
- Ex Parte
- Expedited
- Fifth
- Final
- First
- Fourth
- Interim
- Intervenor's
- Joint
- Omnibus
- Opposition
- Proposed

Slide notes

For our example, no prefix will be added to the Motion for Relief from Stay. Click the highlighted blank item at the top of the drop-down list to proceed.

Slide 32 - Slide 32

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay . Fee Amount \$150,
Motion for Adequate Protection

(Tracy, Dayne)

Next Clear

Type "on 2006 Toyota Tundra Truck."

Slide notes

Your court may allow you to type additional docket text to each motion using the text field highlighted here. For this example, type "on 2006 Toyota Tundra Truck" for the relief from stay motion.

Slide 33 - Slide 33

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay on 2006 Toyota Tundra Truck . Fee Amount \$150,
Motion for Adequate Protection Filed by Creditor Bank of America
(Tracy, Dayne)

Click the drop-down arrow.

Next Clear

Slide notes

Some courts may offer additional text boxes to add connective verbiage to the pleadings. Click the drop-down arrow.

Slide 34 - Slide 34

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay on 2006 Toyota Tundra Truck . Fee Amount \$150,
Motion for Adequate Protection Filed by Creditors

(Tracy, Dayne) in addition to
or in the alternative

Next Clear

Click or in the alternative.

Slide notes

Click or in the alternative.

Slide 35 - Slide 35

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay on 2006 Toyota Tundra Truck . Fee Amount \$150, or in the alternative

Motion for Adequate Protection Filed by Creditor Bank of America
(Tracy, Dayne)

Next Clear

This additional text will display in docket text.

Slide notes

This additional text displays in docket text.

Slide 36 - Slide 36

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay on 2006 Toyota Tundra Truck . Fee Amount \$150,

Motion for Adequate Protection Filed by Creditor Bank of America

(Tracy, Dayne)

Click the drop-down arrow.

Slide notes

To add a prefix for the Motion for Adequate Protection, click the drop-down arrow.

Slide 37 - Slide 37

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Modify as Appropriate.

Motion for Relief from Stay on 2006 Toyota Tundra Truck . Fee Amount \$150, or in the alternative

Motion for Adequate Protection Filed by Creditor Bank of America

Agreed
Alias
Condition
Emergency
Ex Parte
Expedited
Fifth
Final
First
Fourth
Interim
Intervenor's
Joint
Omnibus
Opposition

Click here.

Slide notes

For our example, no prefix will be added to the Motion for Adequate Protection. Click the highlighted blank item at the top of the drop-down list to proceed.

Slide 38 - Slide 38

The screenshot shows a Windows Internet Explorer browser window displaying the ECF (Electronic Case Filing) system for the U.S. Bankruptcy Court. The address bar shows the URL: https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?875221018840008. The page title is "CM/ECF - U.S. Bankruptcy Court". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:" and displays case information for case 08-10108 Xenon Black. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Judge: ca	Case Flag: MEANSNO, 727OBJ

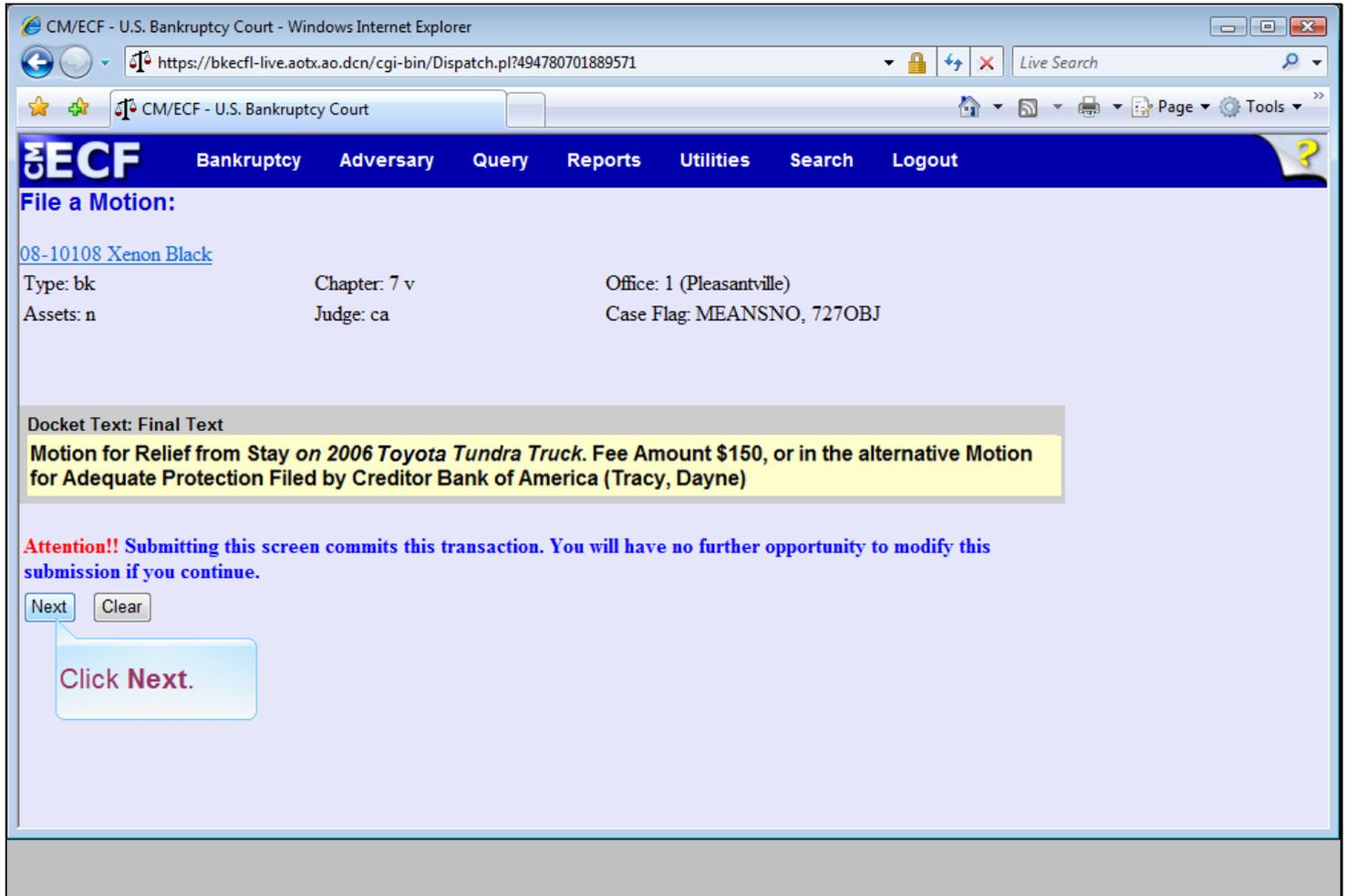
Below the case information, there is a section for "Docket Text: Modify as Appropriate." with two dropdown menus. The first dropdown is set to "Motion for Relief from Stay" and the second is set to "Motion for Adequate Protection". The text between the dropdowns reads: "on 2006 Toyota Tundra Truck . Fee Amount \$150, or in the alternative". Below this, it says "Filed by Creditor Bank of America (Tracy, Dayne)".

At the bottom of the form, there are "Next" and "Clear" buttons. A callout box with a blue background and white text says "Click Next."

Slide notes

No additional text will be added to the docket text regarding the motion for adequate protection. Click Next.

Slide 39 - Slide 39



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?494780701889571

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Judge: ca Case Flag: MEANSNO, 727OBJ

Docket Text: Final Text

Motion for Relief from Stay on 2006 Toyota Tundra Truck. Fee Amount \$150, or in the alternative Motion for Adequate Protection Filed by Creditor Bank of America (Tracy, Dayne)

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

Next Clear

Click Next.

Slide notes

The final docket text screen displays. Note that the additional text added to the motion for relief from stay is shown in italics. And you are informed that once this screen is submitted, you have no further opportunities to cancel or modify this transaction. Click Next.

Slide 40 - Notice of Electronic Filing

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
 https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?119882981940633

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[08-10108 Xenon Black](#)

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Judge: ca	Case Flag: MEANSNO, 727OBJ

U.S. Bankruptcy Court
Live Database

Press the **PAGE DOWN** key.

Notice of Electronic Filing

The following transaction was received from Dayne L. Tracy entered on 3/17/2009 at 9:40 AM CDT and filed on 3/17/2009

Case Name: Xenon Black
Case Number: [08-10108](#)
Document Number: [11](#)

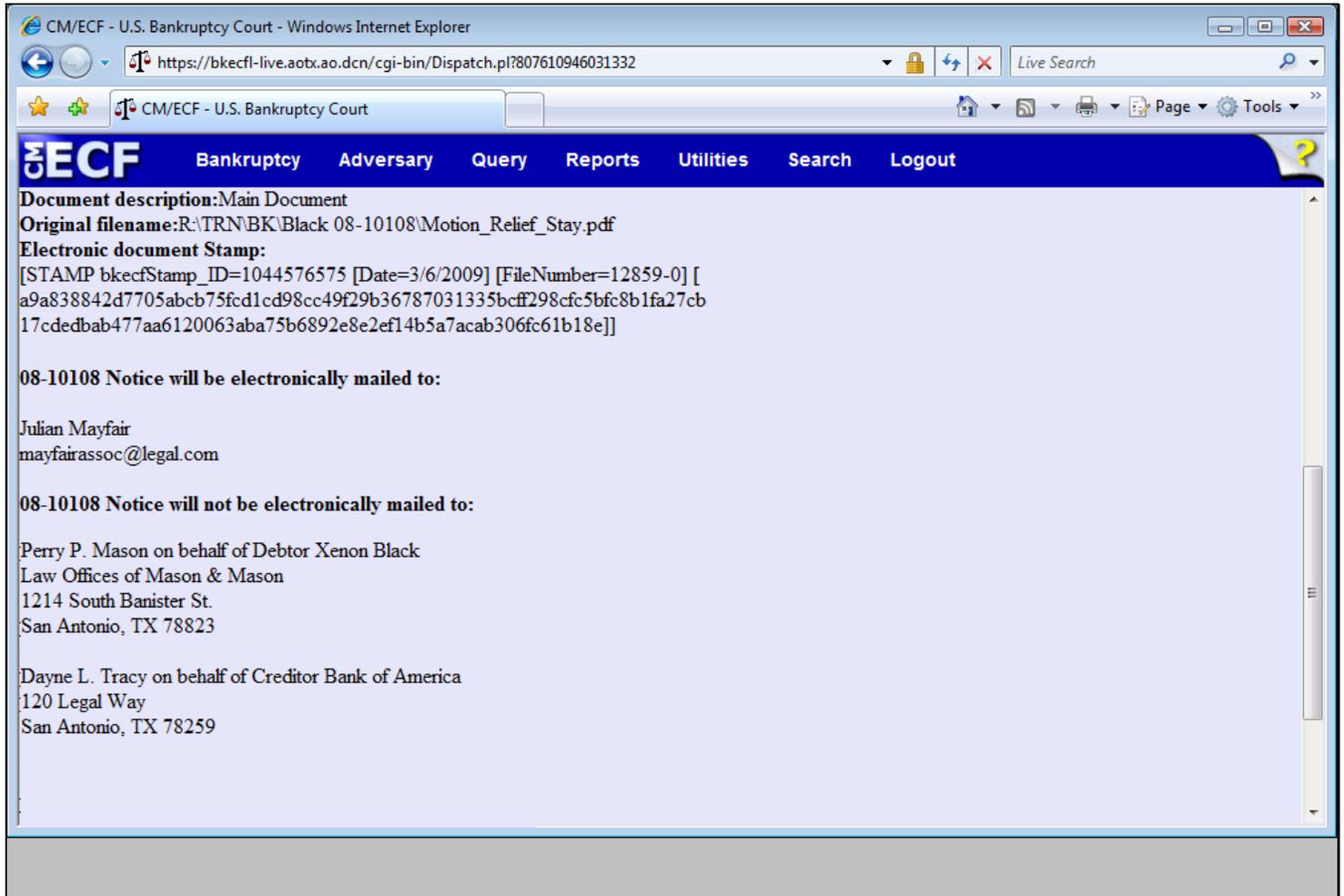
Docket Text:
 Motion for Relief from Stay on 2006 Toyota Tundra Truck. Fee Amount \$150, or in the alternative Motion for Adequate Protection Filed by Creditor Bank of America (Tracy, Dayne)

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

Slide notes

This Notice of Electronic Filing is the verification that the motion has been electronically filed with the court. It certifies that the motion is now an official court document. We suggest you print this page as a record of the filing. Copies of this notice are immediately e-mailed to all participant CM/ECF users who have subscribed to this service. The motion has been assigned document number 11 which is a hyperlink to the PDF document. Attorneys on this case and other parties can access the PDF document one time here without incurring a PACER fee. However, attorneys and other PACER customers must log into PACER and incur appropriate fees to view the docket report from either case number hyperlink as highlighted here. Press the PAGE DOWN key to access the bottom of the Notice of Electronic Filing.

Slide 41 - Slide 41



CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?807610946031332

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Document description:Main Document
Original filename:R:\TRN\BK\Black 08-10108\Motion_Relief_Stay.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1044576575 [Date=3/6/2009] [FileNumber=12859-0] [a9a838842d7705abcb75fcd1cd98cc49f29b36787031335bceff298cfc5bfc8b1fa27cb17cdeedbab477aa6120063aba75b6892e8e2ef14b5a7acab306fc61b18e]]

08-10108 Notice will be electronically mailed to:

Julian Mayfair
mayfairassoc@legal.com

08-10108 Notice will not be electronically mailed to:

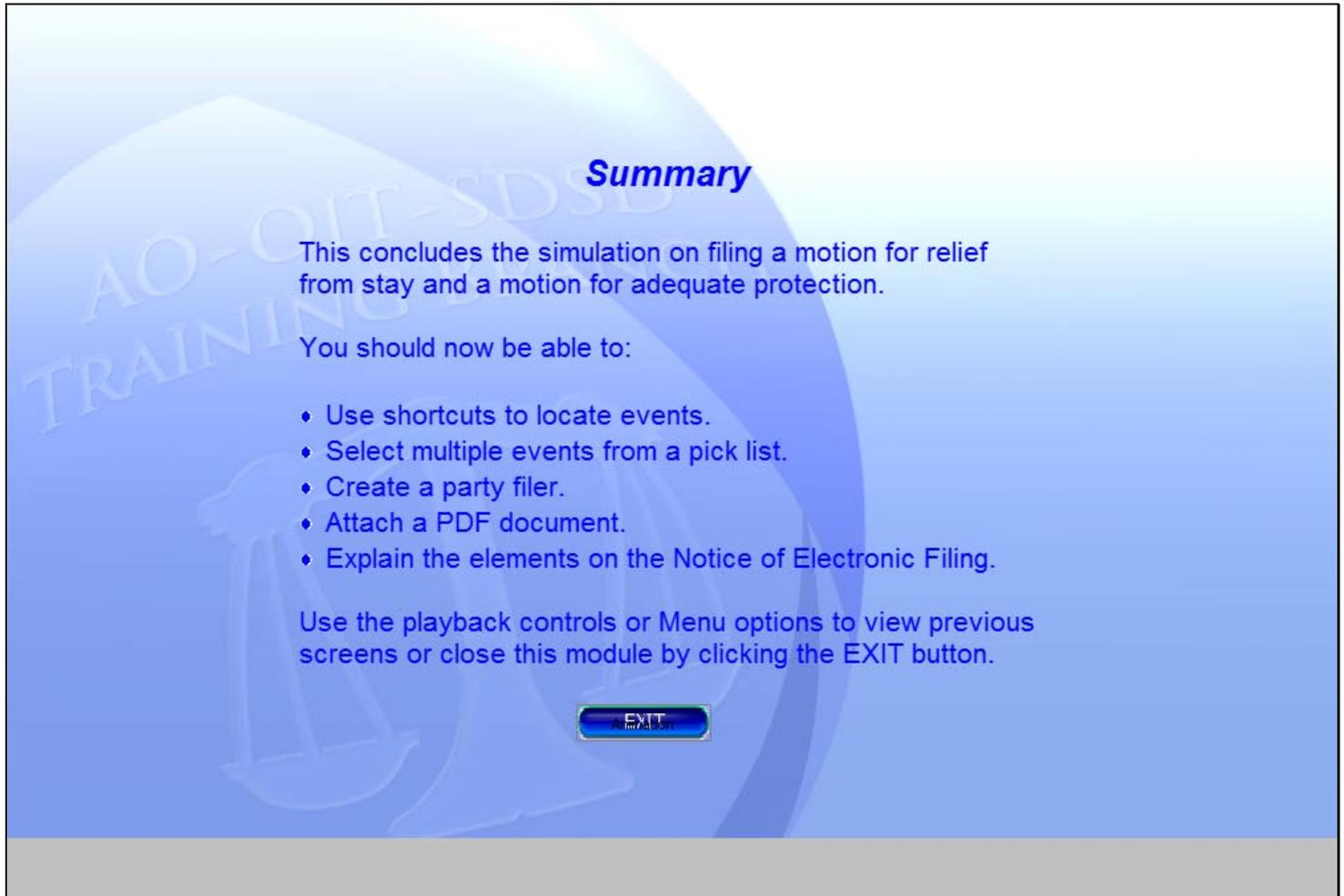
Perry P. Mason on behalf of Debtor Xenon Black
Law Offices of Mason & Mason
1214 South Banister St.
San Antonio, TX 78823

Dayne L. Tracy on behalf of Creditor Bank of America
120 Legal Way
San Antonio, TX 78259

Slide notes

The electronic document stamp is a unique identifier to this PDF document. It is assigned by CM/ECF and is a security feature used by the system. This portion of the Notice of Electronic Filing displays a list of those individuals who will be noticed electronically and a list of those who must be notified by mail.

Slide 42 - Summary

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-QIT-SDSD TRAINING". The word "Summary" is centered in a bold, blue font. Below it, the text reads: "This concludes the simulation on filing a motion for relief from stay and a motion for adequate protection." This is followed by "You should now be able to:" and a bulleted list of five items. At the bottom, there is a paragraph about playback controls and an "EXIT" button with a blue gradient and a shadow effect.

Summary

This concludes the simulation on filing a motion for relief from stay and a motion for adequate protection.

You should now be able to:

- Use shortcuts to locate events.
- Select multiple events from a pick list.
- Create a party filer.
- Attach a PDF document.
- Explain the elements on the Notice of Electronic Filing.

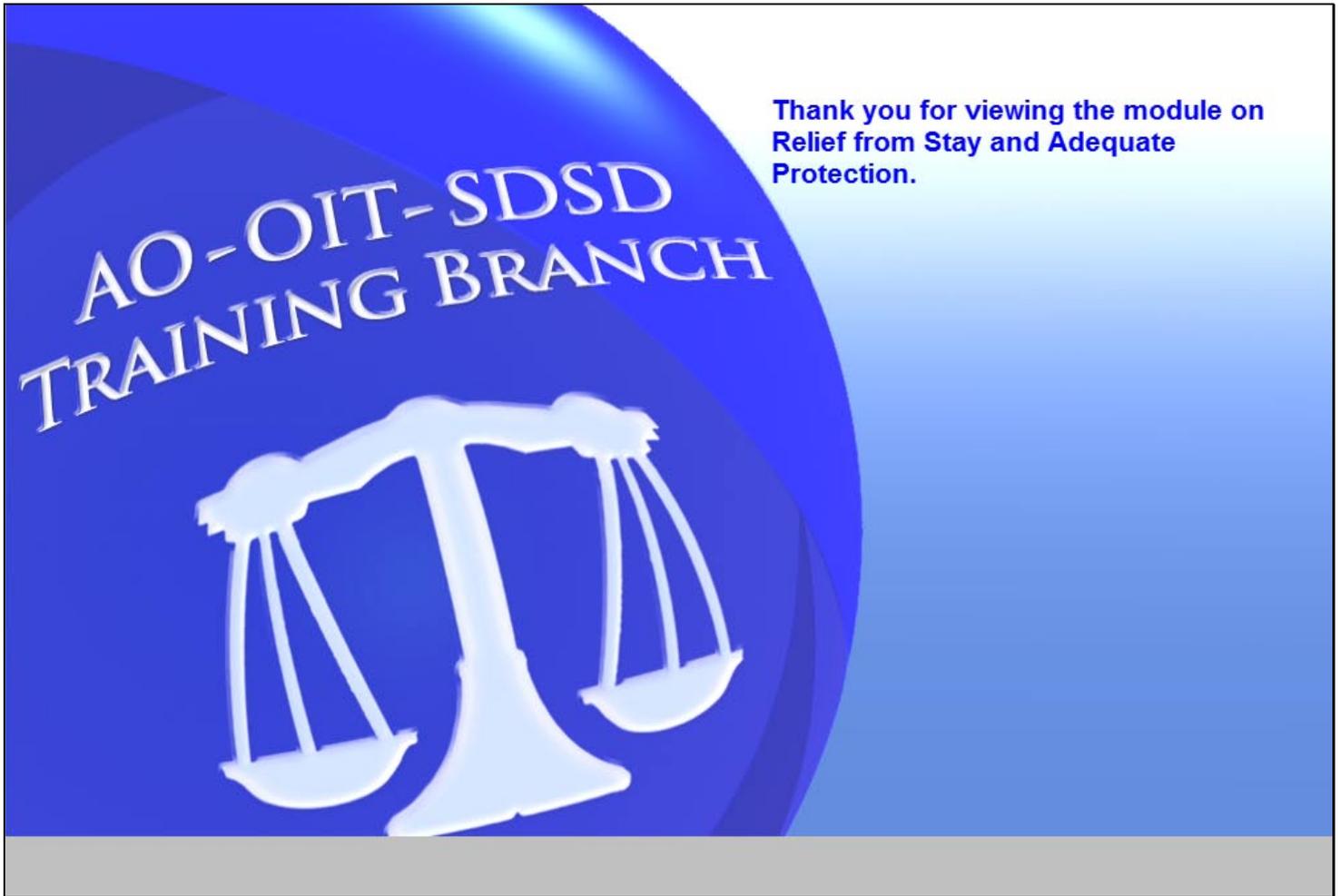
Use the playback controls or Menu options to view previous screens or close this module by clicking the EXIT button.

EXIT

Slide notes

This concludes the lesson on filing a multi-part motion. From this lesson, you should be able to use shortcuts, select multiple motions, create a party filer, attach a PDF document and understand the Notice of Electronic filing. To close this module, click the EXIT button below.

Slide 43 - Exit



Slide notes

Thank you for viewing the module on Relief from Stay and Adequate Protection.