



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

AMENDED MOTION AND NOTICE OF MOTION

Please follow these steps only when amending a motion or application. You may use events Amended Schedules, Amended Voluntary Petition, or Amended Matrix under the 'Miscellaneous' category to amend the debtor's schedules, petition, or matrix. For all other amended documents, docket the event as usual and choose 'amended' from the pick list of the prefix box in the Final Docket Text screen. If you are amending a self-calendaring motion and you must file an amended notice of motion which must be docketed separately. Additional docketing instructions are provided at the bottom on this module.

FILING STEPS FOR AMENDED MOTIONS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events screen displays. Click Motions/Applications
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Amended Motion' or 'Amended Application' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Click 'Next'
7. The next screen prompts you to select the motion or application that relates to the one you are filing now. Click on the check box of the original motion or application and click 'Next'
8. The Modify Docket Text screen displays. Modify the Docket Text as appropriate. Click 'Next'
9. The final approval screen appears: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue. If



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CM/ECF Attorney Training Module

something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'

10. The Notice of Electronic Filing screen displays (Refer to Notice of Electronic Filing for complete instructions)

FILING STEPS FOR AN AMENDED NOTICE OF MOTION:

NOTE: The following instructions are for self-scheduled motions. Other types of Motions and Notice of Motions will have different prompts for information to be added to the docket text.

The Court allows self-calendaring of the Motions listed below.

- **Relief from Stay**
- **Avoid Lien**
- **Sell Free and Clear of Lien**
- **Borrow/Obtain Credit/Refinance**
- **Determining Secured Status of Claim**
- **Value Collateral under 11 USC Sec. 506**
- **Sale of Property**
- **Modify Plan**

Before docketing, you must obtain the hearing date and time from the Court's website under Motion Hearing Dates. You must enter the case number and the service date. From that date, the response deadline is calculated based on local and federal rules. Your Notice of Motion must include the exact Objection/Response date given to you on the website. A list of available hearing dates will be displayed along with a count of the number of matters set for that date and time.

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events screen displays: Click 'Notices'
3. The Case Number screen displays: Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears: Scroll down to the event name or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select Amended Notice of Motion (sets obj deadline). The event will then show in the 'Selected Events' window. (If you selected the incorrect event, click in the 'Selected Events'



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

- window to remove it). Click 'Next'
5. The Party Selection screen displays: Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'
 6. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
 7. The PDF Document Selection screen displays: Click 'Browse' and navigate to the PDF document. Select the PDF. Click 'Open'. Click the 'Yes' radio button to indicate you have attachments. (The button defaults to 'No'). Attach your Certificate of Service. Click 'Next'
 8. Select the objection due date, hearing date, hearing time, and location you obtained from the court's website. Click 'Next'
 9. Enter the date of service. Click 'Next'
 10. Select 'Refer to existing event(s). Click 'Next'
 11. Select specific criteria to narrow your search results. Click 'Next'
 12. Select the related event. Click 'Next'
 13. Select you event a second time. This screen sets the pleading related to the notice of motion for hearing. Click 'Next'
 14. Modify Docket Text screen displays: Modify the Docket Text as appropriate. Click 'Next'
 15. The final approval screen appears: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.** If something is not correct, click the back arrow. If the text, reads correctly, click 'Next'
 16. The Notice of Electronic Filing screen displays. (Refer to Notice of Electronic Filing for complete instructions)