



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

SELF-CALENDARED MOTION AND NOTICE OF MOTION

The following instructions are for a Motion for Relief from Stay. 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-scheduling of the motions listed below:

- Motions to Sell
- Motions to Borrow/Refinance
- Motions to Lift Stay
- Motions to Avoid Lien and Motions to Value Collateral
- Motion to Modify Plan (Chapter 13 Only)
- Motion for Expedited Turnover of Vehicle

Before docketing, you must obtain the hearing date and time from the Court's web site 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.

FILING STEPS:

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 and click 'Next'
4. The Available Events screen appears: Scroll down to the appropriate motion event name or type any part of the event name in the search window to narrow the list. The search is not case sensitive. The event will then show in the 'Selected Events' window. (If you selected the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Attorney and Party Selection screens display: 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. (Refer to Add/Create New Party for complete instructions.) Click 'Next'.



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- 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 Date filed field displays. Modify as necessary and click 'Next'
 7. Depending on the type of motion you are filing, various prompts and warning message may appear. Review carefully and act as appropriate. Fill in appropriate information such as address or property description
 8. If you are docketing a motion that requires a fee, a prompt regarding the filing fee appears. Choose the appropriate response and click 'Next'. If a fee is due, the amount will display. Click 'Next'
 9. A prompt appears asking for the service date. Enter the exact service date you put in your motion and notice. Click 'Next'
 10. The Pick a Hearing Date screen appears. The objection due date displays (your motion must include this exact date). Select the hearing date and time (from the website) you put in your motion. Click 'Next'
 11. The PDF Document Selection screen displays. Click 'Browse' and navigate to the PDF document. Select the PDF and click 'Open'
 12. Click the 'Yes' radio button to indicate you have attachments. (The button defaults to 'No'). Individually attach your Notice of Motion, Proposed Order (except for Motions for Relief) and Certificate of Service. Click 'Next'
 13. The Modify Docket Text screen displays. Modify the Docket Text as appropriate. Click 'Next'
 14. The final approval screen appears: **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue
 15. Verify the final docket text then click 'Next'
 16. The Notice of Electronic Filing screen displays. Refer to Notice of Electronic Filing for complete instructions
 17. The Internet Credit Card Program Window displays, if applicable. (Refer to Internet Credit Card Payments for complete instructions)