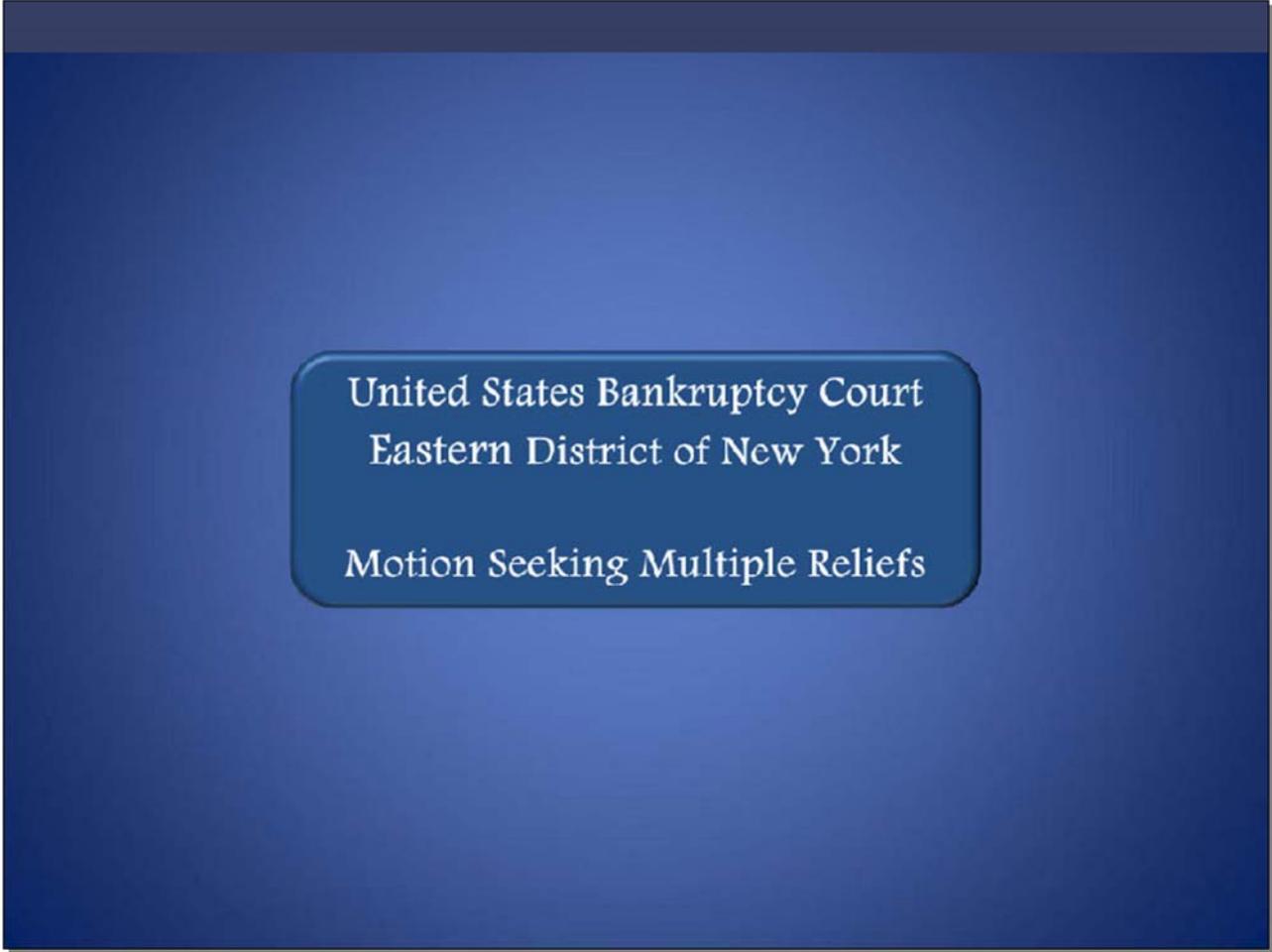


# Motion Seeking Multiple Reliefs

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## Slide 1 - Welcome



United States Bankruptcy Court  
Eastern District of New York  
Motion Seeking Multiple Reliefs

Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Motion Seeking Multiple Reliefs.

# Motion Seeking Multiple Reliefs

## Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

### Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen, 

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They 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. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select START when you are ready to begin.

**START**

# Motion Seeking Multiple Reliefs

---

## Slide 3 - Objective

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court



# Objective

At the end of this lesson, you will be able to:

- Select multiple reliefs for a motion and add parties
- Attach motion PDF and additional PDF attachments
- Select the hearing information to be put on a Judge's Court Calendar

**CONTINUE**

# Motion Seeking Multiple Reliefs

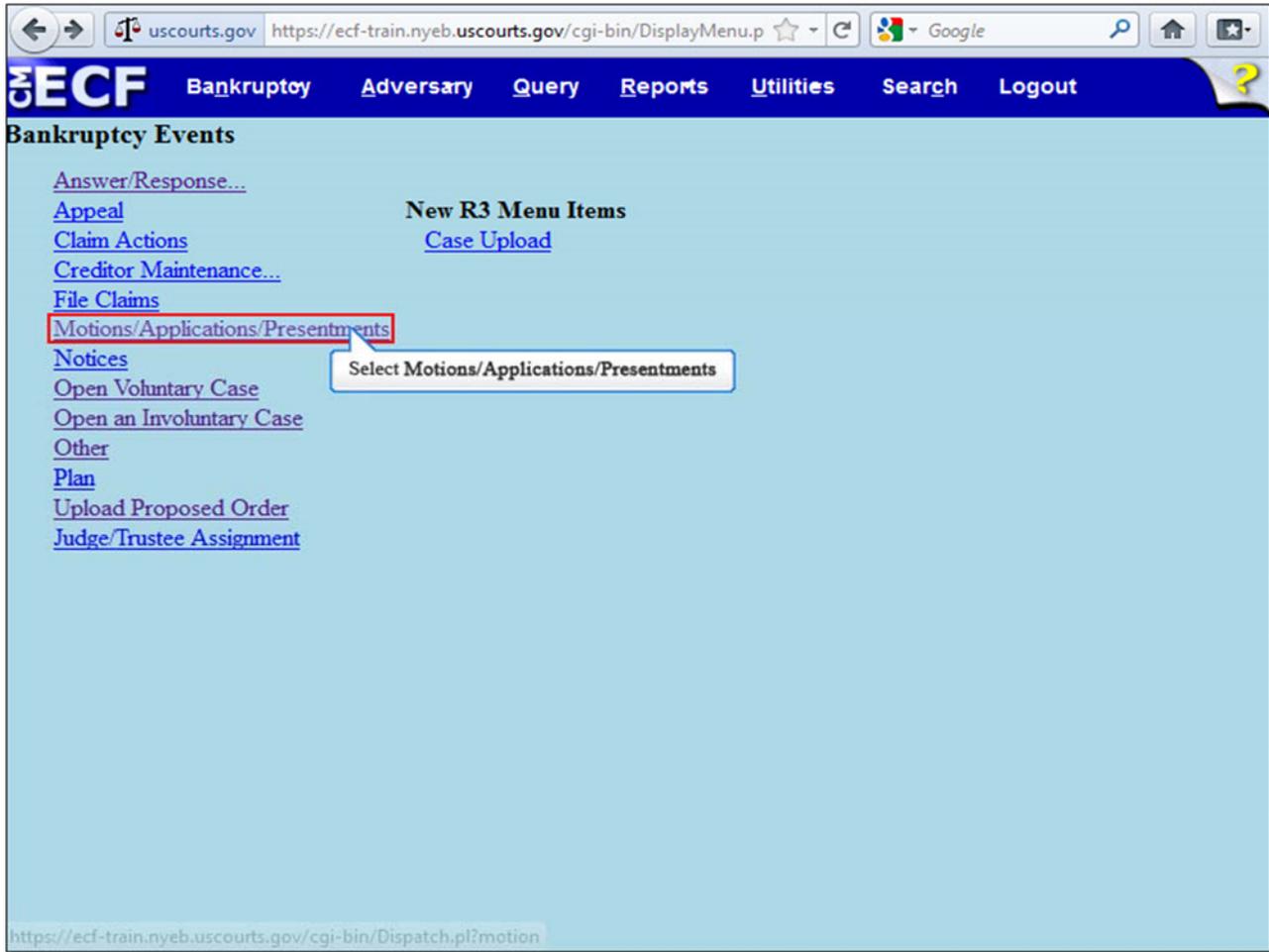
## Slide 4 - ECF Main Menu



To docket the motion, from the CM/ECF main menu, select **Bankruptcy**.

# Motion Seeking Multiple Reliefs

## Slide 5 - Bankruptcy Events



From the list of **Bankruptcy Events**, select **Motions/Applications/Presentments**.

# Motion Seeking Multiple Reliefs

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## Slide 6 - Case Number

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?mc>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "File a Motion". Below this, there is a "Case Number" input field containing "12-70003" and a "Find This Case" button. Below the input field, there are two buttons: "Next" and "Clear". A tooltip is visible over the "Next" button, containing the text "Select Next".

Enter your **Case Number**, and select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 7 - Available Events

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?971

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion**

8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

relief Click your selection, or use arrows to highlight it and press Enter.

**Available Events** (click to select events)

- Application to Approve Settlement of Matter Referred to Pro Bono Mediation
- Approval of Reaffirmation Agreement
- Assume/Reject Lease or Executory Contract
- Continue/Extend/Reimpose Stay
- Deposit Funds into Court Registry
- Determine Final Cure and Mortgage Payment re Rule 3002.1
- Extend Time for a Temporary Exemption From Credit Counseling Requirement
- Extension of Time Re: Transcript
- Loss-Mitigation Request - By the Creditor
- Loss-Mitigation Request - By the Debtor
- Object/Reclassify/Reduce/Expunge Claims
- Prohibit/Enjoin/Restrain
- Reconsider

**Selected Events** (click to remove events)

Next Clear

From the list of **Available Events**, you can either type the word "relief" into the highlighted box, or scroll down until you see the event **Relief from Stay (Fee Due)**. We'll do the first option and type the word "relief" in the highlighted box.

# Motion Seeking Multiple Reliefs

## Slide 8 - Available Events (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?971>. The page 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" and displays case information for "8-12-70003-ast Merideth Samuels and Frank Samuels".

Case details include:  
Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

A search box contains the text "relief" with the instruction "Click your selection, or use arrows to highlight it and press Enter." Below this, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)".

The "Available Events" list contains:  
Relief from Co-Debtor Stay  
Relief from Stay (Fee Due)

The "Selected Events" list is currently empty.

At the bottom of the "Available Events" section, there are buttons for "Next", "Clear", and "Select Relief from Stay (Fee Due)". A tooltip is visible over the "Select Relief from Stay (Fee Due)" button.

Select **Relief from Stay (Fee Due)**.

# Motion Seeking Multiple Reliefs

## Slide 9 - Available Events (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?971

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion**

8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Type "dismiss"

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

**Available Events (click to select events)**

- Redeem Property of the Estate
- Reinstate Case
- Reinstatement of Retiree Benefits
- Release Funds from Court Registry
- Relief from Co-Debtor Stay
- Relief from Stay (Fee Due)
- Remand
- Remove Debtor as Debtor in Possession
- Remove Professional
- Remove Trustee
- Reopen Chapter 11 Case (Fee Due)
- Reopen Chapter 12 Case (Fee Due)
- Reopen Chapter 13 Case (Fee Due)
- Reopen Chapter 15 Case (Fee Due)
- Reopen Chapter 7 Case - (All Other Reasons) (Fee Due)

**Selected Events (click to remove events)**

- Relief from Stay (Fee Due)

Next Clear

The event appears in the **Selected Events** box to the right of the screen. To select a second event, type the word "dismiss" in the same box in which you typed the word "relief."

# Motion Seeking Multiple Reliefs

## Slide 10 - Available Events (Cont'd)

The screenshot shows the ECF system interface for a case. The browser address bar displays `uscourts.gov` and `https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?971`. The navigation menu includes **Bankruptcy**, **Adversary**, **Query**, **Reports**, **Utilities**, **Search**, and **Logout**. The page title is **File a Motion**. The case information is: **8-12-70003-ast Merideth Samuels and Frank Samuels**. Case details include: **Type: bk**, **Chapter: 7 v**, **Office: 8 (Central Islip)**, **Assets: n**, **Judge: ast**, and **Case Flag: DebtEd, DebtEdJT, MEANSNO**. A search box contains the text **dismiss**. Below the search box, instructions state: **Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.** The **Available Events** section lists: **Dismiss Case**, **Dismiss Case (**, **Dismiss Party**, **Dismiss/Withdraw Document**, **Reconsider Dismissal of Case**, and **Vacate Order of Dismissal**. A tooltip points to **Dismiss Case** with the text: **Hold down the Ctrl key and select Dismiss Case**. The **Selected Events** section contains: **Relief from Stay (Fee Due)**. At the bottom of the available events list are **Next** and **Clear** buttons.

Hold down the Ctrl key while selecting **Dismiss Case**.

# Motion Seeking Multiple Reliefs

## Slide 11 - Available Events (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?971>. The page title is "File a Motion" and the case information is "8-12-70003-ast Merideth Samuels and Frank Samuels". The case details are: Type: bk, Chapter: 7 v, Office: 8 (Central Islip), Assets: n, Judge: ast, Case Flag: DebtEd, DebtEdJT, MEANSNO.

Below the case details is a search bar with the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search bar are two columns of event options:

Available Events (click to select events)	Selected Events (click to remove events)
Deposit Funds into Court Registry	Relief from Stay (Fee Due)
Deposit Unclaimed Funds (Application)	Dismiss Case
Determine Final Cure and Mortgage Payment re Rule 3002.1	
Determine Mortgage Fees and Expenses	
Determine Tax Liability	
<b>Dismiss Case</b>	
Dismiss Case (Court only - Generates Notice)	
Dismiss Party	
Dismiss/Withdraw Document	
Employ (Application)	
Enter into Agreement	
Exemption from Means Test	
Expunge Document(s)	
Extend Automatic Stay	
Extend Deadline to File Schedules	

At the bottom of the available events list are "Next" and "Clear" buttons. A tooltip "Select Next" is visible over the "Next" button.

Once again, the event appears in the **Selected Events** box to the right of the screen. Make sure the events in the **Selected Events** box are correct as these events will be uploaded to the ECF system. Select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 12 - Joint Filing With Other Attorney(s)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?335>. The page title is "File a Motion:" and the case number is "8-12-70003-ast Merideth Samuels and Frank Samuels". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 8 (Central Islip)
Assets: n	Judge: ast	Case Flag: DebtEd, DebtEdJT, MEANSNO

Below the case details, there is a checkbox labeled "Joint filing with other attorney(s)". The checkbox is currently unchecked. To the right of the checkbox are two buttons: "Next" and "Clear". A red box highlights the "Next" button, and a blue callout box points to it with the text "Select Next".

This is not a **Joint filing with other attorney(s)**, so leave that box unchecked. Select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 13 - Add/Create New Party

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?665

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

[8-12-70003-ast Merideth Samuels and Frank Samuels](#)

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

**Select the Party:**

Ackerman, Neil H [Trustee] ^ [Add/Create New Party](#)  
Samuels, Frank [Joint Debtor]  
Samuels, Merideth [Debtor]

Select Add/Create New Party

Next Clear

https://ecf-train.nyeb.uscourts.gov...dPartyLink.pl?109790333655468-pty

The creditor on whose behalf you are filing the motion is not yet listed as a party on the case. Select **Add/Create New Party** to add the creditor to the case.

# Motion Seeking Multiple Reliefs

## Slide 14 - Search for a Party

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddPartyLink.p>. The page features a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the 'Search for a party' section contains several input fields: 'SSN / ITIN', 'Tax ID / EIN', 'Last/Business name' (containing 'Citibank'), 'First Name', and 'Middle Name'. A 'Search' button is highlighted with a red box, and a 'Clear' button is also visible. A 'Select Search' button is located below the 'Search' button. The background of the page is light blue.

The creditor on whose behalf you are filing the motion, Citibank, is a business, so enter "Citibank" in the **Last/Business name** field, and select **Search**.

**TIP:** Filer may enter the first few letters of the creditor's name to broaden the scope of the search.

# Motion Seeking Multiple Reliefs

## Slide 15 - Search for a Party (Cont'd)

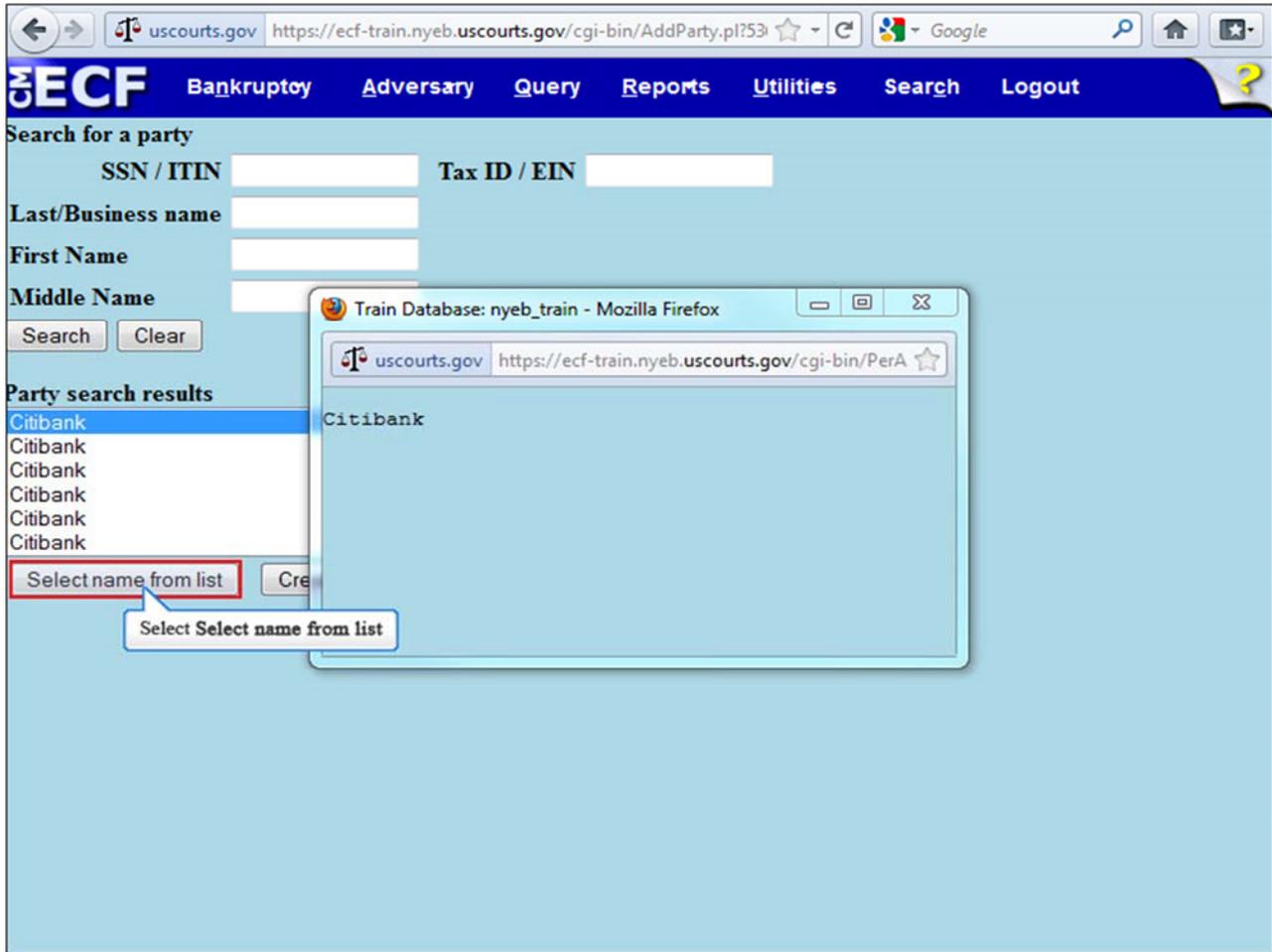
The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?53>. The page header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Search for a party" and contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. The "Party search results" section displays a list of "Citibank" entries. A tooltip with the text "Select Citibank" is positioned over the first entry. At the bottom of the results list are two buttons: "Select name from list" and "Create new party".

When the party you searched for is listed in the CM/ECF system, the name appears in the **Party search results**. Select the name of the party on whose behalf you are filing the motion.

**TIP:** If your party is not in the CM/ECF system, the **Party search results** will display **No person found**, and you would then select **Create new party**.

# Motion Seeking Multiple Reliefs

## Slide 16 - Search for a Party (Cont'd)



A window appears displaying the party's information. Review the information shown to ensure that you are picking the correct party, and then select the button **Select name from list** to continue.

# Motion Seeking Multiple Reliefs

## Slide 17 - Party Information

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?10>. The page title is "Party Information" and the breadcrumb is "Citibank SSN / ITIN:Unknown". The form includes the following fields:

- Office:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- County:
- Country:
- Phone:
- Fax:
- E-mail:
- Role:  (A tooltip "Select Role" is visible over this field)
- Party text:

At the bottom of the form are buttons for "Submit", "Cancel", "Clear", and "Corporate parent / affiliate..."

The information used on the previous **Search for a party** screen populates the **Party Information** screen. You may enter the creditor's address if you know it, though this is not required. Select the drop-down arrow next to **Role** to change the role of the party on whose behalf you are filing the Motion.

**TIP:** **Party Text** should be used only to further identify the type of corporation, for example, "A New York Corporation" or "Guardian of the State." **Party Text** may also be used for extra-long names.

# Motion Seeking Multiple Reliefs

## Slide 18 - Party Information (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?10

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information  
Citibank SSN / ITIN:Unknown

Office  Address 1   
Address 2  Address 3   
City  State  Zip   
County  Country   
Phone  Fax   
E-mail

Role 3rd Party Plaintiff (3pp:pty)  
Clerk of (cl:pty)  
Consolidated Debtor (cnsdb:pty)  
Consultant (consult:prf)  
Consumer Privacy Ombudsman (ombc:prf)  
Counter-Claimant (cc:pty)  
Counter-Defendant (cd:pty)  
Cred Committee Aty (ccaty:pty)  
Cred Comm Chair (crcmch:pty)  
**Creditor (cr:cr)**  
Creditor Committee (cra:pty)  
Cross Defendant (crd:pty)  
Cross-Claimant (crc:pty)  
Debtor (db:pty)  
Defendant (dft:pty)  
Disbursing Agent (dsba:pty)  
Examiner (ex:prf)  
Financial Advisor (fa:prf)  
Foreign Representative (frep:pty)  
Former Attorney (fmaty:prf)  
Former Trustee (fmtr:prf)  
Interested Party (ip:pty)

Submit

Select Creditor

As Citibank is a creditor on the case, select **Creditor**.

# Motion Seeking Multiple Reliefs

## Slide 19 - Party Information (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?10>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Party Information" and contains the following fields:

- Citibank SSN / ITIN: Unknown
- Office:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:  Zip:
- County:
- Country:
- Phone:
- Fax:
- E-mail:
- Role:
- Party text:

At the bottom of the form, there are four buttons: "Submit", "Cancel", "Clear", and "Corporate parent / affiliate...". A red box highlights the "Submit" button, and a callout box points to it with the text "Select Submit".

Select **Submit** to continue.

# Motion Seeking Multiple Reliefs

## Slide 20 - Party Information (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?665>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "File a Motion:". Below this, the case information is displayed: "8-12-70003-ast Merideth Samuels and Frank Samuels". The case details are organized into three columns: "Type: bk", "Chapter: 7 v", and "Office: 8 (Central Islip)"; "Assets: n", "Judge: ast", and "Case Flag: DebtEd, DebtEdJT, MEANSNO". A section titled "Select the Party:" contains a dropdown menu with the following options: "Citibank, [Creditor]", "Ackerman, Neil H [Trustee]", "Samuels, Frank [Joint Debtor]", and "Samuels, Merideth [Debtor]". A link "Add/Create New Party" is located to the right of the dropdown. Below the dropdown are two buttons: "Next" and "Clear". A tooltip "Select Next" is positioned over the "Next" button.

Make sure the correct party is now selected, and select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 21 - Attorney/Party Associations

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?101

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

[8-12-70003-ast Merideth Samuels and Frank Samuels](#)

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

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

Citibank, (cr:cr) represented by Marcus, Simon (aty)

Next Clear

Select Next

Place a check in the box to create an attorney/party association between you and the creditor, and select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 22 - Upload Motion

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?670>. The page 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:" and displays case information for "8-12-70003-ast Merideth Samuels and Frank Samuels".

Type: bk	Chapter: 7 v	Office: 8 (Central Islip)
Assets: n	Judge: ast	Case Flag: DebtEd, DebtEdJT, MEANSNO

Below the case information, there is a "Filename" field with a "Browse..." button. Underneath, the "Attachments to Document:" section has two radio buttons: "No" (selected) and "Yes". A tooltip labeled "Select Yes" is pointing to the "Yes" radio button. At the bottom of the form, there are "Next" and "Clear" buttons.

On this screen, it is recommended that you select the radio button next to **Yes** prior to selecting **Browse...** if you know you be uploading attachments to the main document, such as Exhibits. We will be uploading additional attachments to the main document, so select **Yes**.

# Motion Seeking Multiple Reliefs

## Slide 23 - Upload Motion (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?670>. The page 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:" and displays case information for "8-12-70003-ast Merideth Samuels and Frank Samuels".

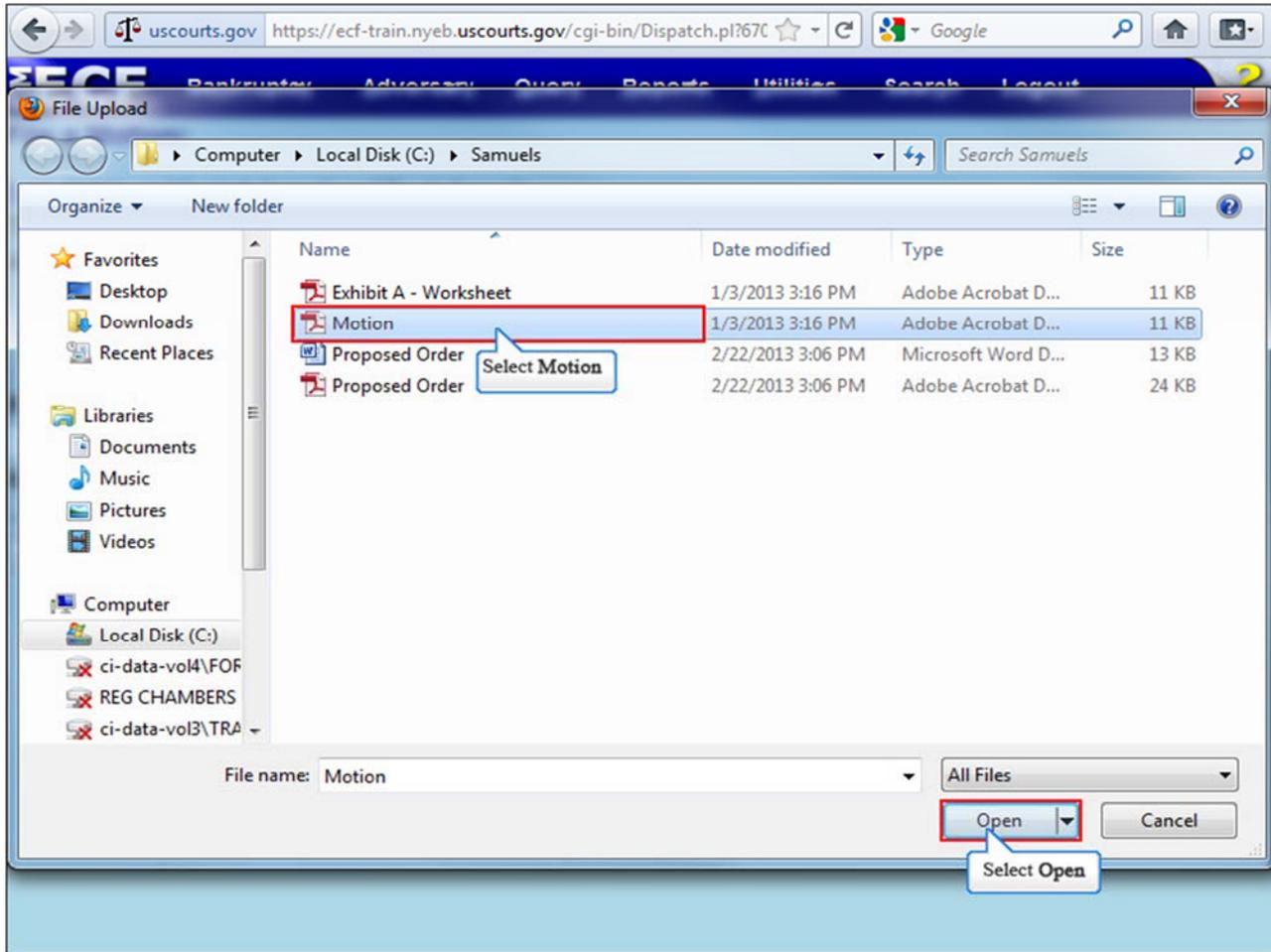
Type: bk	Chapter: 7 v	Office: 8 (Central Islip)
Assets: n	Judge: ast	Case Flag: DebtEd, DebtEdJT, MEANSNO

Below the case information is a "Filename" input field. A red box highlights the "Browse" button next to the field. A tooltip with the text "Select Browse..." is visible over the button. Underneath the filename field, there is a section for "Attachments to Document:" with radio buttons for "No" and "Yes" (the "Yes" option is selected). Below this are "Next" and "Clear" buttons.

Select **Browse...** to upload the motion in PDF.

# Motion Seeking Multiple Reliefs

## Slide 24 - Upload Motion (Cont'd)



The **File Upload** screen appears. Select the **Motion**. It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document. Select **Open** to upload the motion.

# Motion Seeking Multiple Reliefs

## Slide 25 - Upload Motion (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?670>. The page title is "File a Motion:" and the case name is "8-12-70003-ast Merideth Samuels and Frank Samuels". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 8 (Central Islip)
Assets: n	Judge: ast	Case Flag: DebtEd, DebtEdJT, MEANSNO

The "Filename" field contains "C:\Samuels\Motion.pdf" and has a "Browse..." button next to it. The "Attachments to Document:" section has radio buttons for "No" and "Yes", with "Yes" selected. At the bottom, there are "Next" and "Clear" buttons, with a "Select Next" tooltip over the "Next" button.

The complete filename displays in the **Filename** field. Since we indicated that we were going to add attachments, select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 26 - Additional Attachments

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?408

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

[8-12-70003-ast Merideth Samuels and Frank Samuels](#)

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

Select Browse

2) Fill in the fields below.

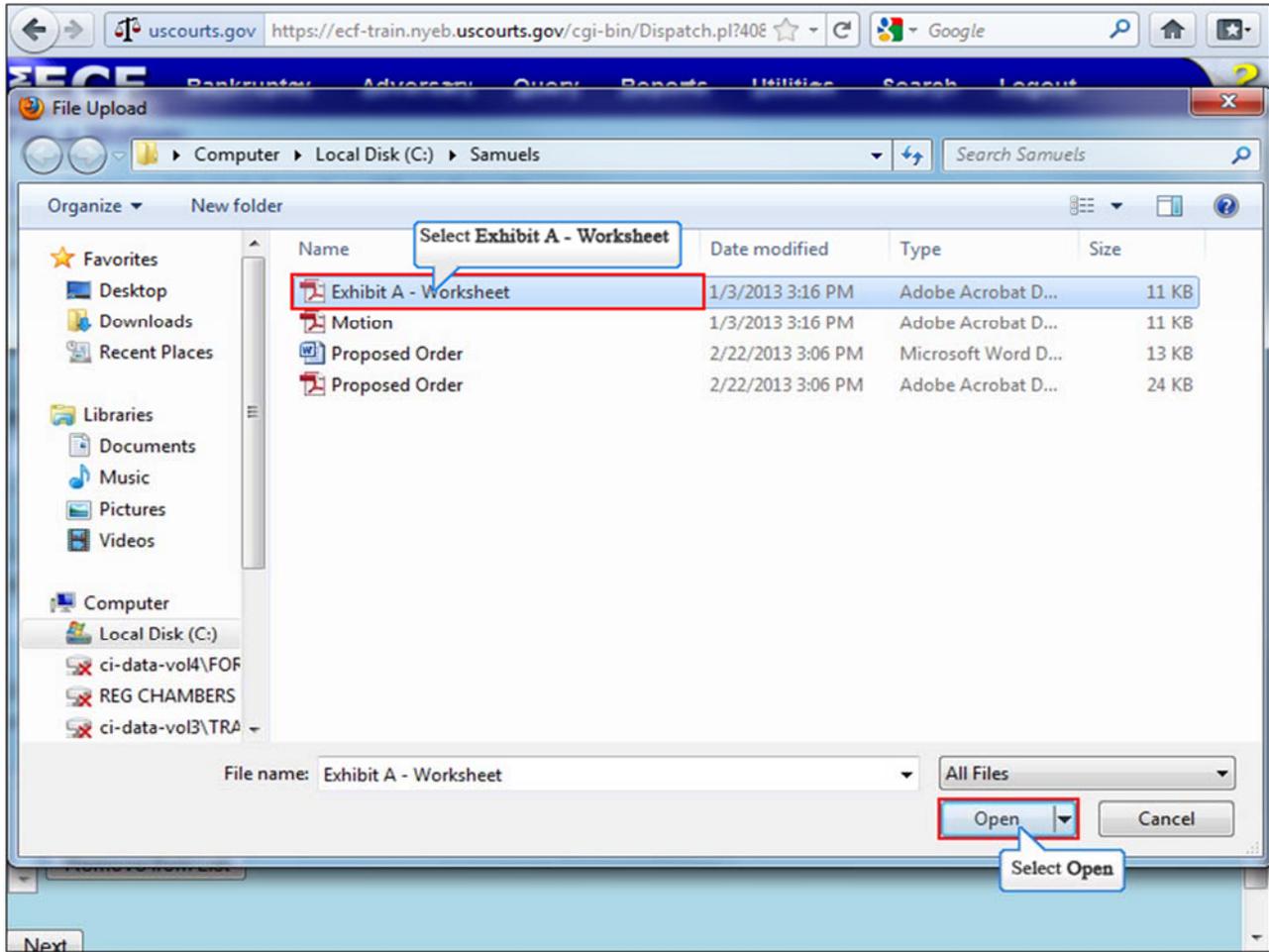
Category *and/or* Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Here, we will attach an Exhibit. Select **Browse...**

# Motion Seeking Multiple Reliefs

## Slide 27 - Additional Attachments (Cont'd)



Select **Exhibit A - Worksheet**, and then select **Open** to upload the Exhibit.

**TIP:** It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document.

# Motion Seeking Multiple Reliefs

## Slide 28 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?408

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**  
C:\Samuels\Exhibit A - Worksheet.pdf

2) Fill in the fields below.

Category	and/or Description
<input type="text" value="A - Worksheet"/>	A - Worksheet

The complete filename displays in the **Filename** field.

The next step in adding an attachment is to name it. Select the drop down arrow to view a list of categories, and select **Exhibit**. If the category for your attachment is not listed in the **Category** list, you can enter a brief description in the **Description** field, or you may use this **Description** field to further describe a chosen category, which we will do here by typing "A - Worksheet," to call this attachment "Exhibit A - Worksheet."

# Motion Seeking Multiple Reliefs

## Slide 29 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?408

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

[8-12-70003-ast Merideth Samuels and Frank Samuels](#)

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**  
C:\Samuels\Exhibit A - Worksheet.pdf

2) Fill in the fields below.

Category	and/or Description
Exhibit	A - Worksheet

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Select Add to List

Add to List

Remove from List

Next

Select **Add to List** to add the attachment to the **Add to List** box.

# Motion Seeking Multiple Reliefs

## Slide 30 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?288

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

2) Fill in the fields below.

Category  and/or Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Exhibit A - Worksheet.pdf

**Next**

If you have more attachments, select **Browse...** and repeat the process of adding additional attachments until all attachments are listed and properly identified. In this lesson, there are no more additional attachments. Select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 31 - Hearing Information

gtwy.dcn https://nyebdb.nyeb.gtwy.dcn/cgi-bin/Dispatch.pl?5791939246

**MECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Docket Sheet Claims Register Creditor Mailing Matrix Deadlines/Hearings  
Calendar Events 3/4/2013 Associated Cases

**File a Motion:**  
8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Refer to existing event(s)?

**Hearing Information**

In order to enter a hearing date/time/location, you must contact the Court.

Please select from the following hearings [dropdown menu]

Hearing Date: [calendar icon] Hearing Time: [clock icon]

Location: [dropdown menu]

**Presentment Information**

Order to be presented for signature on: [calendar icon]

Objections to be filed by: [text box]

Date and time of hearing on objections, if any: [text box]

Next Clear

Do not check the box next to **Refer to existing event(s)?**, as we are not linking this motion to a previously-filed document on the case. Select the drop-down arrow to select the Hearing preset that you previously chose and should therefore be indicated on your Notice of Motion.

**TIP:** Note that the top portion of the screen below **Hearing Information** is used to schedule a hearing on a motion, while the bottom portion of the screen below **Presentment Information** is used when a Notice of Presentment is filed whereby an Order is to be presented for signature without a hearing.

# Motion Seeking Multiple Reliefs

## Slide 32 - Hearing Information (Cont'd)

gtwy.dcn https://nyebdb.nyeb.gtwy.dcn/cgi-bin/Dispatch.pl?5791939246

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Docket Sheet Claims Register Creditor Mailing Matrix Deadlines/Hearings

Calendar Events 3/4/2013 Associated Cases

**File a Motion:**

8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

Refer to existing event(s)?

**Hearing Information**

In order to enter a hearing date/time/location, you must contact the Court.

Please select from the following hearings

Please select from the following hearings

- 04/02/2013 - 09:30 AM - MICS - Chapter 7 & 13 [Slots: 7]
- 04/02/2013 - 01:30 PM - Final Meetings and Application for Compensation - Chapter 7 [Slots: 9]
- 04/04/2013 - 09:30 AM - Motion - Extend or Impose the Stay - Chapter 7 & 13 [Slots: 5]
- 04/04/2013 - 10:00 AM - Motion - Relief from Stay (Vehicles) - Chapter 7 & 13 [Slots: 7]
- 04/04/2013 - 10:30 AM - Motion - Relief from Stay - Chapter 7 & 13 [Slots: 19]
- 04/23/2013 - 09:30 AM - MICS - Chapter 7 & 13 [Slots: 10]
- 04/23/2013 - 01:30 PM - Final Meetings and Application for Compensation - Chapter 7 [Slots: 15]
- 04/25/2013 - 09:30 AM - Motion - Extend or Impose the Stay - Chapter 7 & 13 [Slots: 5]
- 04/25/2013 - 10:00 AM - Motion - Relief from Stay (Vehicles) - Chapter 7 & 13 [Slots: 10]
- 04/25/2013 - 10:30 AM - Motion - Relief from Stay - Chapter 7 & 13 [Slots: 20]
- 05/07/2013 - 09:30 AM - MICS - Chapter 7 & 13 [Slots: 10]
- 05/07/2013 - 01:30 PM - Final Meetings and Application for Compensation - Chapter 7 [Slots: 15]
- 05/09/2013 - 09:30 AM - Motion - Extend or Impose the Stay - Chapter 7 & 13 [Slots: 5]
- 05/09/2013 - 10:00 AM - Motion - Relief from Stay (Vehicles) - Chapter 7 & 13 [Slots: 10]
- 05/09/2013 - 10:30 AM - Motion - Relief from Stay - Chapter 7 & 13 [Slots: 20]
- 05/21/2013 - 09:30 AM - MICS - Chapter 7 & 13 [Slots: 10]
- 05/21/2013 - 01:30 PM - Final Meetings and Application for Compensation - Chapter 7 [Slots: 15]
- 05/23/2013 - 09:30 AM - Motion - Extend or Impose the Stay - Chapter 7 & 13 [Slots: 5]
- 05/23/2013 - 10:00 AM - Motion - Relief from Stay (Vehicles) - Chapter 7 & 13 [Slots: 10]

Select 04/04/2013 - 10:30 AM - Motion - Relief from Stay - Chapter 7 & 13 [Slots: 19]

Select the appropriate Hearing preset, which in this case is April 4, 2013 at 10:30 AM.

# Motion Seeking Multiple Reliefs

## Slide 33 - Hearing Information (Cont'd)

The screenshot shows the ECF system interface for filing a motion. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, there are icons for Docket Sheet, Claims Register, Creditor Mailing Matrix, Deadlines/Hearings, Calendar Events (3/4/2013), and Associated Cases. The main content area is titled 'File a Motion:' and displays case information for '8-12-70003-ast Merideth Samuels and Frank Samuels'. The case details include: Type: bk, Chapter: 7 v, Office: 8 (Central Islip), Assets: n, Judge: ast, and Case Flag: DebtEd, DebtEdJT, MEANSNO. There is a checkbox for 'Refer to existing event(s)'. The 'Hearing Information' section contains a message: 'In order to enter a hearing date/time/location, you must contact the Court.' Below this, there are three fields: 'Hearing Date' (04/04/2013), 'Hearing Time' (10:30 AM), and 'Location' (Courtroom 960 (Judge Trust), CI, NY). These three fields are highlighted with a red box. The 'Presentment Information' section includes fields for 'Order to be presented for signature on:', 'Objections to be filed by:', and 'Date hearing on objections, if any:'. At the bottom, there are 'Next' and 'Clear' buttons. A blue callout box with the text 'Select Next' points to the 'Next' button.

The **Hearing Date**, **Hearing Time**, and **Location** fields are automatically populated after you have selected your Hearing preset. Make sure the **Hearing Information** is correct, and select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 34 - Filing Fee

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?121>. The page title is "File a Motion:". The case information is as follows:

Case No:	8-12-70003-ast	Case Name:	Merideth Samuels and Frank Samuels		
Type:	bk	Chapter:	7 v	Office:	8 (Central Islip)
Assets:	n	Judge:	ast	Case Flag:	DebtEd, DebtEdJT, MEANSNO

The full filing fee must be paid by midnight of the day of filing.

Fee: \$ 176

Objections to be filed by:

Date and time of hearing on objections, if any:

Buttons:

The **Fee** displayed is for a Motion for Relief from Stay and should not be changed. Please be aware that **the full filing fee must be paid by midnight of the day of filing.**

Select **Next** to continue.

**TIP:** From time to time, filing fees may be subject to changes by the Judicial Conference. Future changes in fees may not be reflected in this presentation.

# Motion Seeking Multiple Reliefs

## Slide 35 - Final Docket Text

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?762

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

8-12-70003-ast Merideth Samuels and Frank Samuels

Type: bk Chapter: 7 v Office: 8 (Central Islip)  
Assets: n Judge: ast Case Flag: DebtEd, DebtEdJT, MEANSNO

**Docket Text: Modify as Appropriate.**

▼ Motion for Relief from Stay Street, West Islip, NY 11775 Fee Amount \$176 .,  
▼ Motion to Dismiss Case Filed by  
half of Citibank . Hearing scheduled for 4/4/2013 at 10:30 AM at Courtroom 960  
in addition to . (Attachments: # (1) Exhibit A - Worksheet) (Marcus, Simon)  
or in the alternative

Select or in the alternative

Next Clear

Select Next

Enter a brief description for your motion in the first white text box. Select the drop down arrow immediately following the first relief, and select **or in the alternative**, to call this motion a "Motion for Relief from Stay, or in the alternative, Motion to Dismiss Case."

Select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 36 - Final Docket Text (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?108>. The page 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:" and displays case information for case 8-12-70003-ast Merideth Samuels and Frank Samuels. The case details are as follows:

Type: bk	Chapter: 7 v	Office: 8 (Central Islip)
Assets: n	Judge: ast	Case Flag: DebtEd, DebtEdJT, MEANSNO

The docket text entry is highlighted in yellow and reads: "Docket Text: Final Text  
Motion for Relief from Stay re: 123 Main Street, West Islip, NY 11775 Fee Amount \$176., or in the alternative Motion to Dismiss Case Filed by Simon Marcus on behalf of Citibank. Hearing scheduled for 4/4/2013 at 10:30 AM at Courtroom 960 (Judge Trust), CI, NY. (Attachments: # (1) Exhibit A - Worksheet) (Marcus, Simon)".

Below the docket text, there is a red warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." This is followed by the question "Have you redacted?".

At the bottom, there are two buttons: "Next" and "Clear". A mouse cursor is hovering over the "Next" button, and a tooltip labeled "Select Next" is visible.

Review the Final **Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

**Have you redacted?** This question refers to the filer's uploaded documents and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

Select **Next** to continue.

# Motion Seeking Multiple Reliefs

## Slide 37 - Summary of Current Charges

The screenshot shows the ECF (Electronic Case Filing) system interface. The main window is titled "Summary of current charges" and displays a table with the following data:

Date Incurred	Description	Amount
2013-03-05 14:47:33	Motion for Relief From Stay(8-12-70003-ast) [motion,mrffsty] ( 176.00)	\$ 176.00
		<b>Total: \$ 176.00</b>

Below the table, there are two buttons: "Pay Now" and "Continue Filing". At the bottom of the window, there is a "CONTINUE" button. The background shows the ECF menu bar with options: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout. The "Notice of Electronic Filing" section is visible, showing the case name and number.

The **Summary of current charges** appears with the **Notice of Electronic Filing** in the background. If the **Summary of current charges** did not appear, go to the ECF menu bar and select **Utilities**, then select **Internet Payment Due** to make a payment. If you have more filings that require a fee, it is recommended that you select **Continue Filing**. To pay the fee at this time, you would select **Pay Now**. Please see the separate module to learn how to pay the fee for this motion.

**TIP:** If you select **Continue Filing**, the **Notice of Electronic Filing** will appear. If you select **Pay Now**, you will not be able to see the **Notice of Electronic Filing** on ECF, but will still receive it via e-mail.

# Motion Seeking Multiple Reliefs

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## Slide 38 - Summary

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on docketing a Motion Seeking Multiple Reliefs. You should now be able to:

- Select multiple reliefs for a motion and add parties
- Attach motion PDF and additional PDF attachments
- Select the hearing information to be put on a Judge's Court Calendar

The final step in docketing this motion with multiple reliefs is to pay the filing fee. See the separate module on "Paying the Filing Fee for a Motion Seeking Multiple Reliefs" to learn how to do this.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.