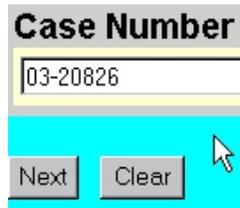


Amended Notice of Motion

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Notices**.

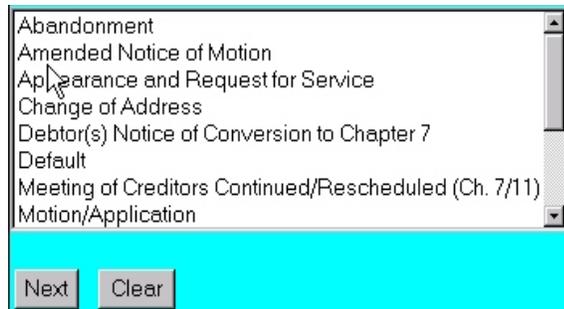


STEP 2 The **Case Number** screen displays.



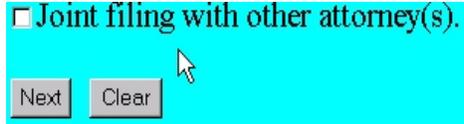
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Notice** screen displays.



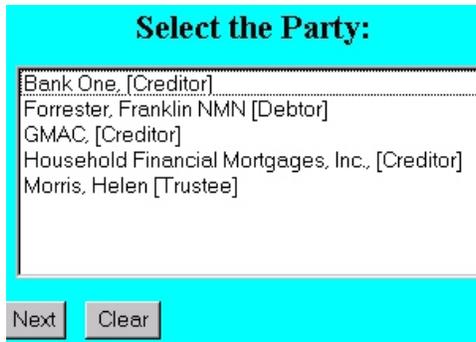
- ◆ Scroll through the options and highlight **Amended Notice of Motion**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



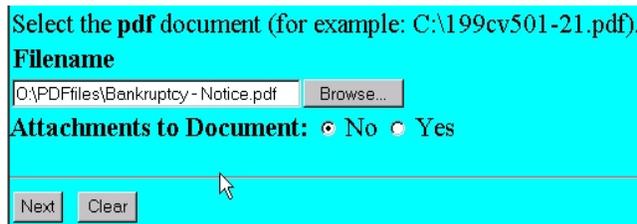
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 7 The **With Certificate of Service** screen displays.



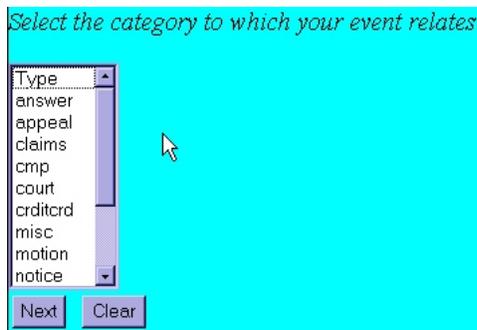
- ◆ Enter a lowercase ‘y’ in the text box if the notice contains a **Certificate of Service** or a lowercase ‘n’ if no certificate of service is attached.
- ◆ Click on the **Next** button.

STEP 8 The **Refer to existing event(s)** screen displays.



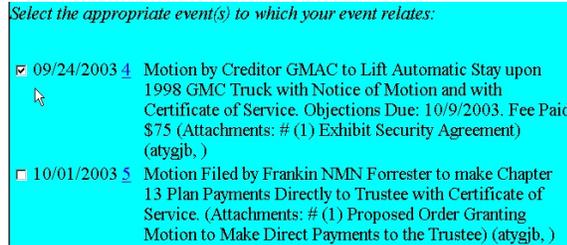
- ◆ Click on the box.
- ◆ Click on the **Next** button

STEP 9 The **Select Category** screen displays.



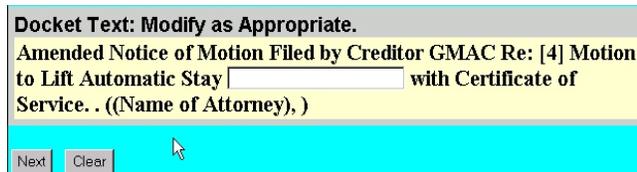
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 10 The **Select the Appropriate Event(s)** screen displays.



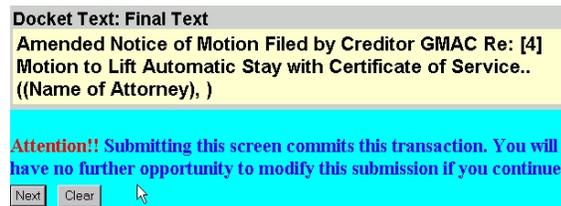
- ◆ Click in the box of the related event.
- ◆ Click on the **Next** button.

STEP 11 The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 12 The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 13 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 5/28/2004 at 4:20 PM EDT and filed on 5/28/2004

Case Name: Franklin NMN Forrester
Case Number: [2:03-bk-20826](#)
Document Number: [42](#)

Docket Text:
Amended Notice of Motion Filed by Creditor GMAC Re: [4] Motion to Lift Automatic Stay with Certificate of Service. ((Name of Attorney),)

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

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Notice.pdf
Electronic document Stamp:
[STAMP bkecfStamp ID=1019576470 [Date=5/28/2004] [FileNumber=13620-0]