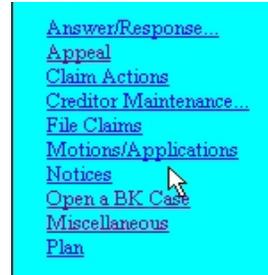
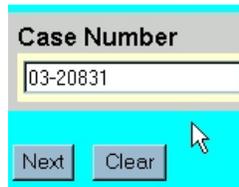


**Motion to Consolidate** - this example is a motion to consolidate Case Number 03-20830 with Case Number 03-20831.

**STEP 1** Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, and then click on **Motions / Applications**.

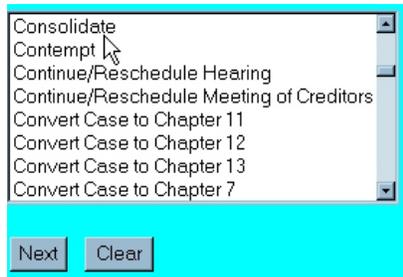


**STEP 2** The **Case Number** entry screen displays.  
(Enter the **MEMBER** case number, not the **MAIN** case number.)



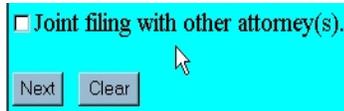
- ◆ **Case Number** - enter the **MEMBER** case number in **YY-NNNNN** format . This entry will spread to the **MAIN CASE**.
- ◆ Click on the **Next** button.

**STEP 3** The select the type of **motion/application** being filed screen appears.



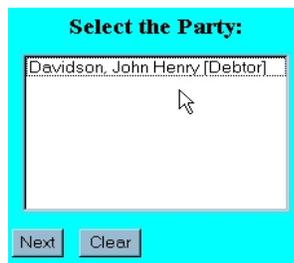
- ◆ Scroll through the options to highlight **Consolidate**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



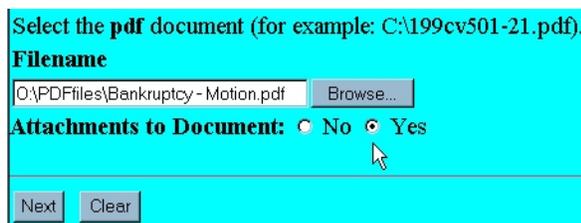
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen appears.



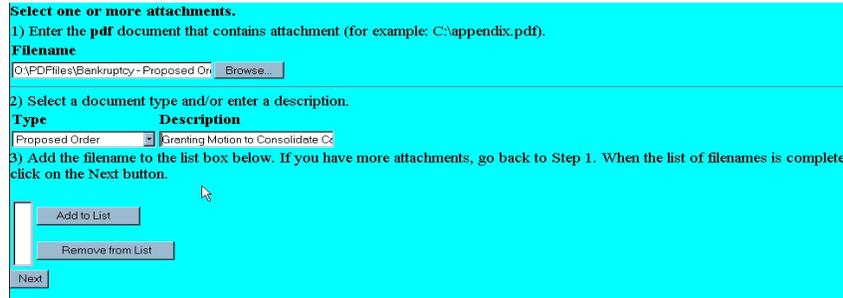
- ◆ Click on the filing party's name. If name does not appear, click on **Add/Create New Party**.
- ◆ Click on the **Next** button.

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



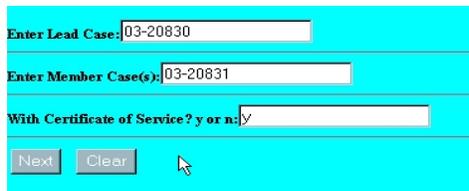
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to document, click on the **Next** button and proceed to Step 17.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix)
  - ▶ Click on the radio button next to **'Yes.'**
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.



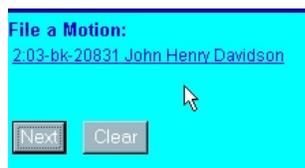
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** The **Lead Case/Member Case** information screen displays.

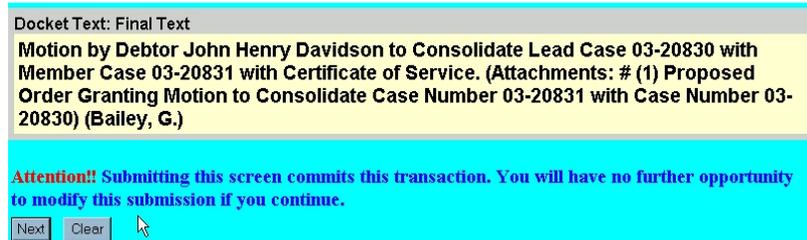


- ◆ Enter **Lead Case** number.
- ◆ Enter **Member Case** number (the case number you are docketing in).
- ◆ Type a lowercase **'y'** if a Certificate of Service is attached to your document or a lowercase **'n'** if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** A case **Verification** screen displays. Verify the case name and number and then click on the **Next** button.



**STEP 10** The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



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

