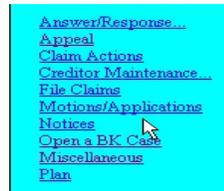
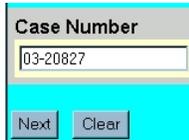


Motion to Continue/Reschedule Hearing

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

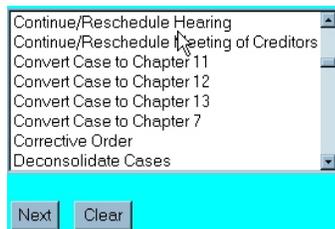


STEP 2 The **Case Number** entry screen displays.



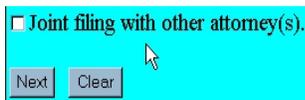
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion/application** screen displays.



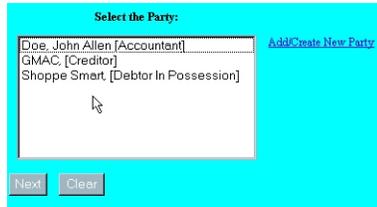
- ◆ Scroll through the options to highlight **Continue/Reschedule Hearing**.
- ◆ Click on the **Next** button.

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



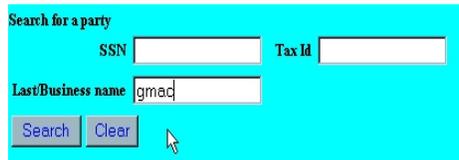
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney to add any additional attorneys.
- ◆ Click on the **Next** button.

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



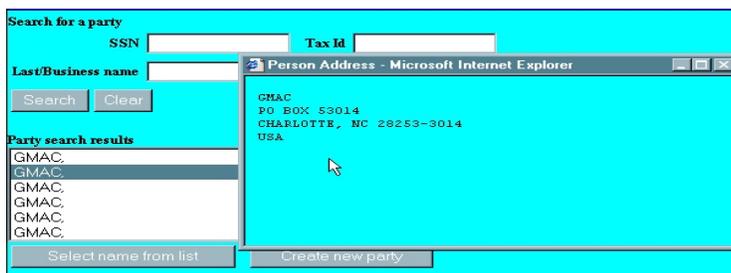
- ◆ If name of party appears, click on the name, click on the **Next** button and go to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**.

STEP 6 The **Search for a party** screen displays.



- ◆ **Last/Business name:** Enter at least one character of party’s last name or business name, using upper or lower case characters (is not case-sensitive). Do not search using SSN (Social Security Number), Tax Id number.
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.



- ◆ If the party’s name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If party’s name is not found, click **Create new party** button and go to **Step 9**.

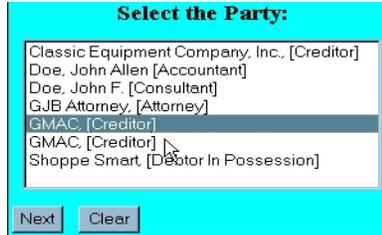
STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as ‘*A West Virginia Corporation*’ in the box provided.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

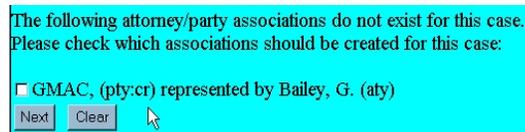
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person’s role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue.

STEP 10 The **Select the Party:** screen displays.



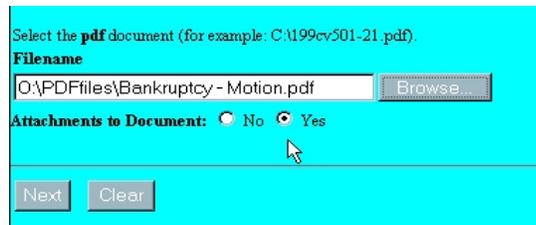
- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

STEP 11 If you are filing on behalf of a creditor and the **Association** box appears, check the box to associate you as the attorney for the party selected/added.



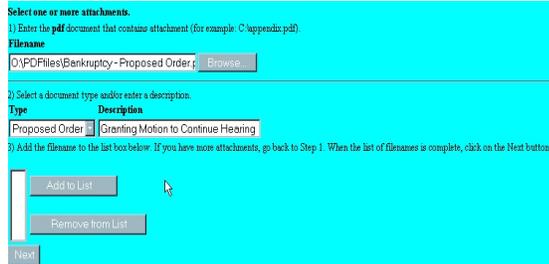
- ◆ Click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.



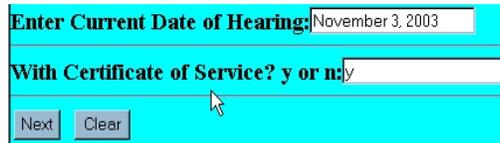
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the 'Yes' radio button
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.



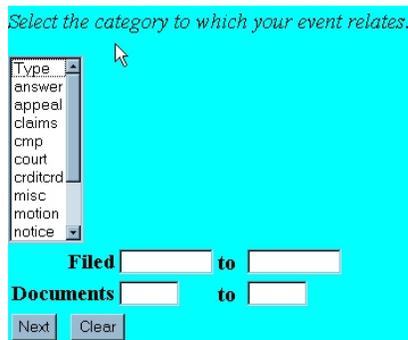
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment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

STEP 14 The **Current Date of Hearing and Certificate of Service?** screen displays.



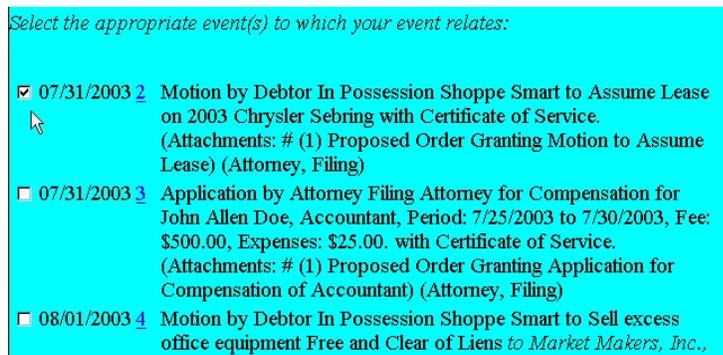
- ◆ Enter the date the hearing is presently scheduled for.
- ◆ Type a lowercase **'y'** if your motion contains a Certificate of Service or a lowercase **'n'** if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

STEP 15 The **Select Category** screen displays.



- ◆ Scroll down the list and click on the category under which the related document was filed. If you do not know the category or want to pull up all documents, left click on the mouse and while holding down the button, scroll down the list.
- ◆ Click on the **Next** button.

STEP 16 The **Select Appropriate Event** screen displays.



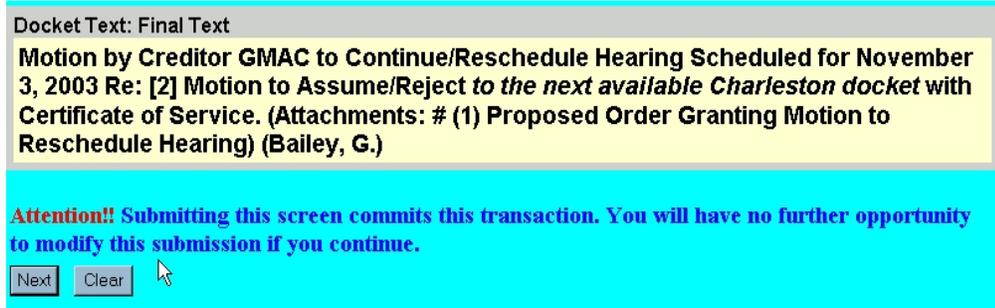
- ◆ Click on the **radio** button next to the appropriate event to create the linkage between the two documents.
- ◆ Click on the **Next** button.

STEP 17 A **Docket Text: Modify as Appropriate** screen displays.



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

STEP 18 The **Docket Text: Final Text** screen displays. 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 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

