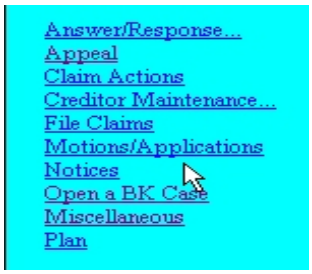
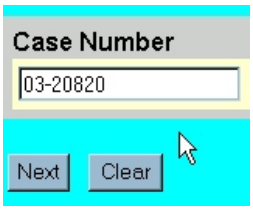
Motion to Pay Creditors.

STEP 1 Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.

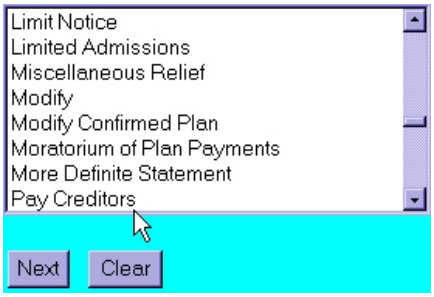


STEP 2 The **Case Number** entry screen displays.



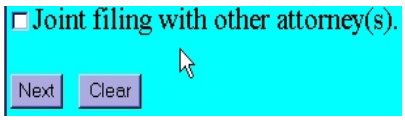
- **Case Number** - enter a case number in *YY-NNNNN* format.
- Click on the **Next** button.

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



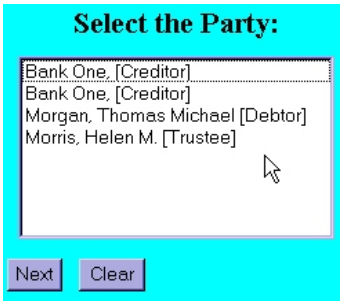
- Scroll through the event options and highlight **Pay Creditors**.
- Click on the **Next** button.

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



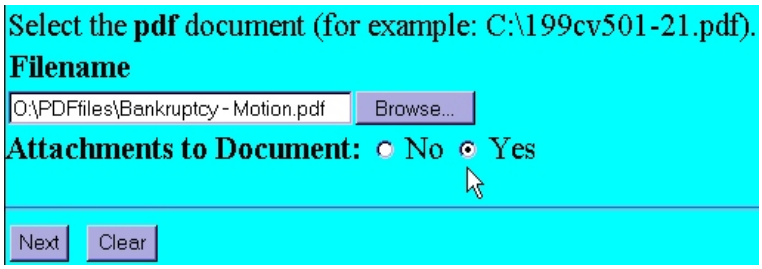
- Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- Click on the **Next** button.

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



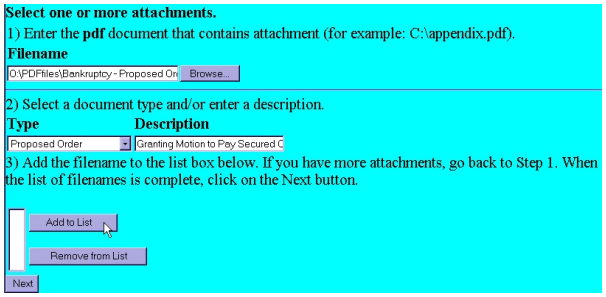
- Click on the filing party.
- Click on the **Next** button to continue.

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



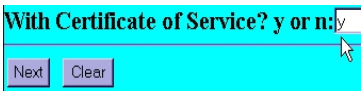
- Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- To attach the Proposed Order and other documents (e.g. an exhibit, appendix):
  - Click on the radio button next to '**Yes**.'
  - Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.



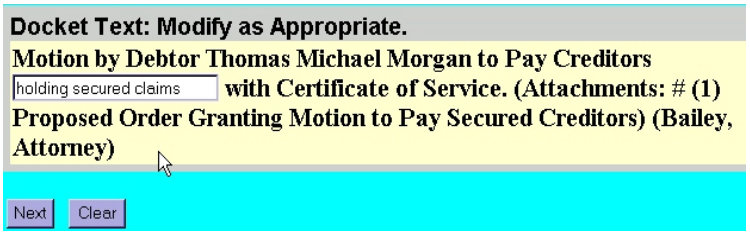
- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** - click on the down arrow to select the type of attachment, if listed.
- **Description** - type in any additional description if needed.
- **Add to List** - click this button to add selected attachment to list.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

STEP 8 The **With Certificate of Service?** screen displays.



- 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 **Docket Text: Modify as Appropriate** screen displays.



- Add additional text in the box provided if appropriate.
- 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**.

Docket Text: Final Text

Motion by Debtor Thomas Michael Morgan to Pay Creditors *holding secured claims* with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Pay Secured Creditors) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- 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.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/18/2004 at 2:45 PM EDT and filed on 5/18/2004

Case Name: Thomas Michael Morgan
Case Number: 2:03-bk-20820
Document Number: 18

Docket Text:
Motion by Debtor Thomas Michael Morgan to Pay Creditors *holding secured claims* with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Pay Secured Creditors) (Bailey, Attorney)

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

Document description: Main Document
Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp: