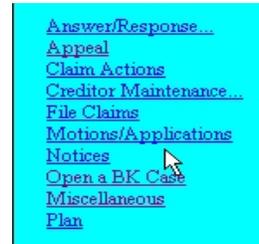
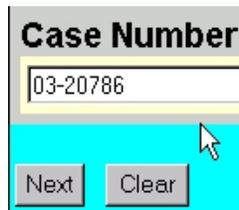


Motion to Reopen Case.

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

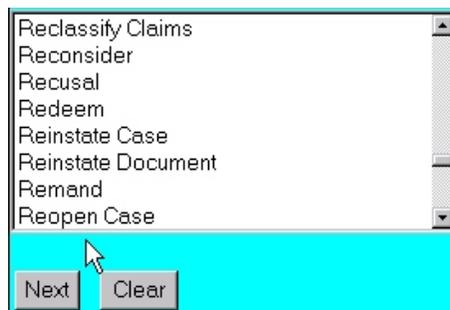


STEP 2 The **Case Number** entry screen displays.



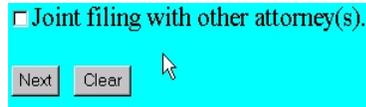
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format.
- ◆ Click on the **Next** button.

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



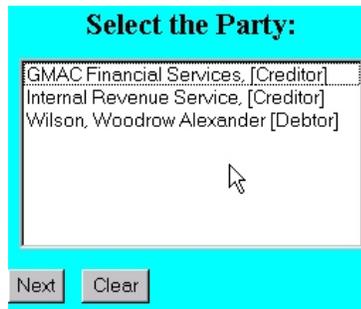
- ◆ Scroll through the options and highlight **Reopen Case**.
- ◆ Click on the **Next** button.

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



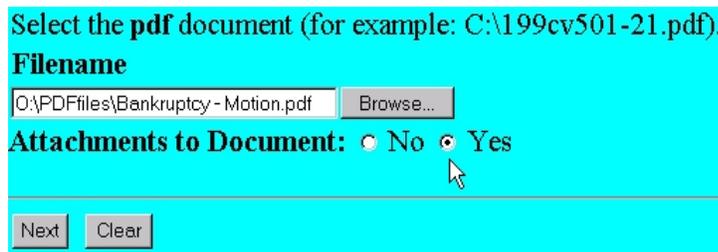
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

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



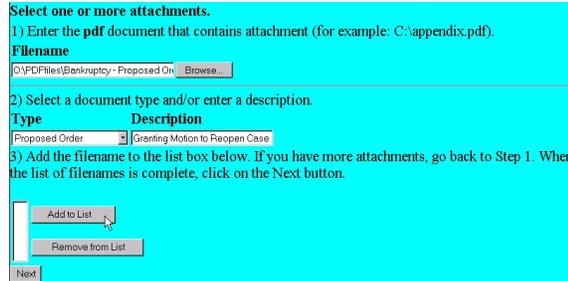
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

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.
- ◆ 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 **Reopen Case To Do What and With Certificate of Service?** screen displays.



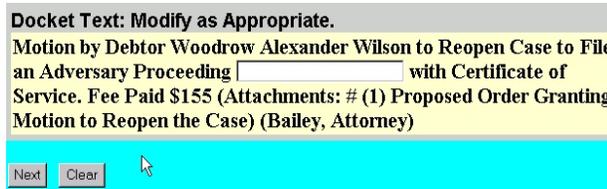
- ◆ Type in a brief reason for the request to reopen the case.
- ◆ Type a lowercase **'y'** if a Certificate of Service is attached to your document or a lowercase **'n'** if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 9 The **Fee** screen displays.



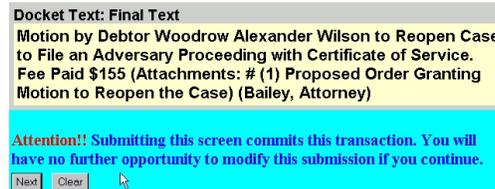
- ◆ Do not insert a receipt number - that is for internal use only.
- ◆ The reopen fee to be charged to your Credit Card displays.
- ◆ Click **Next** to continue.

STEP 10 A **Docket Text: Modify as Appropriate** screen displays.



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

STEP 11 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 12 A **Summary of Current Charges:** screen displays.

Summary of current charges:

Date Incurred	Description	Amount
2004-05-26 15:15:37	Motion to Reopen Case(2:03-bk-20786) [motion,mreop] (155.00)	\$ 155.00
Total:		\$ 155.00



- ◆ Click on **Pay Now** to process the charge to your account.

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 Bailey, Attorney J. entered on 5/26/2004 at 3:15 PM EDT and filed on 5/26/2004

Case Name: Woodrow Alexander Wilson
Case Number: [2:03-bk-20786](#)

WARNING: CASE CLOSED on 05/24/2004
Document Number: [12](#)

Docket Text:
Motion by Debtor Woodrow Alexander Wilson to Reopen Case to File an Adversary Proceeding with Certificate of Service. Fee Paid \$155 (Attachments: # (1) Proposed Order Granting Motion to Reopen the Case) (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:
Case: 03-20786-12 Date Filed: 5/26/2004 Filed: 5/26/2004 3:15 PM EDT