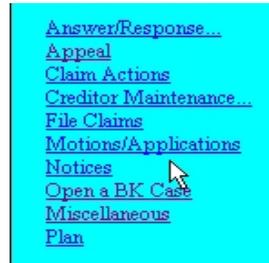
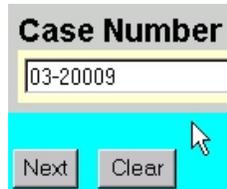


Motion to Set Hearing

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

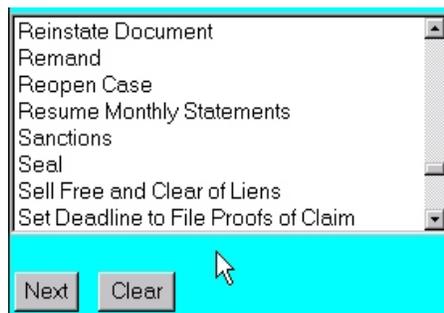


STEP 2 The **Case Number** entry screen displays.



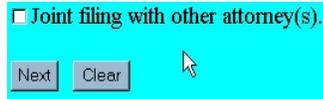
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the Next button.

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



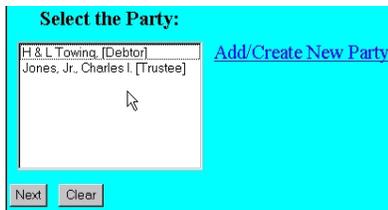
- ◆ Scroll through the options and highlight **Set Deadline to file Proofs of Claim**.
- ◆ Click on the **Next** button.

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



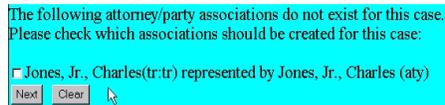
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint motion to add any additional attorneys.
- ◆ Click on the **Next** button.

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

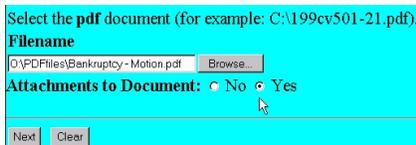


- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 If the **Association** box displays and you are filing on behalf of a creditor and have not made a previous appearance, check the box to associate you as the attorney for the party selected/added, then click on the **Next** button.

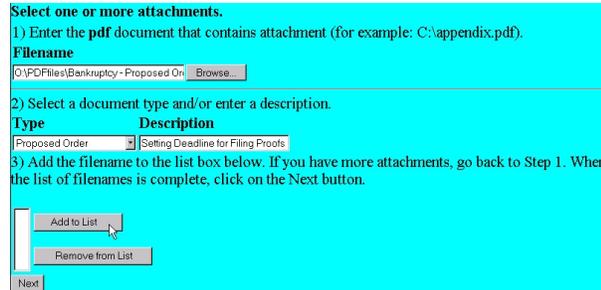


STEP 7 The **Select the pdf document** screen displays.



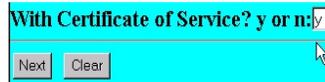
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the **'Yes'** radio button
 - ▶ Click on the **Next** button.

STEP 8 The **Select one or more attachments:** screen displays.



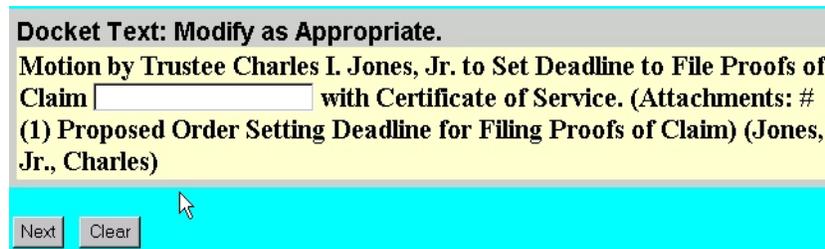
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment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

STEP 9 The **Certificate of Service?** screen displays.



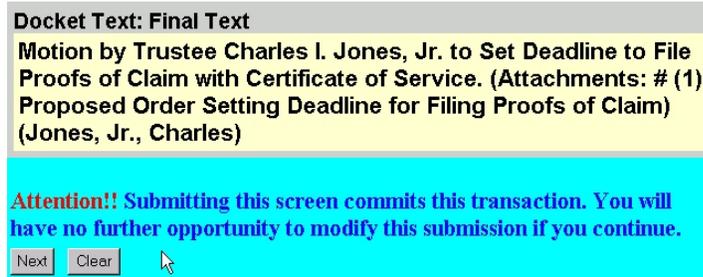
- ◆ Type a lowercase ‘y’ if your motion contains a Certificate of Service or a lowercase ‘n’ if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

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

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

