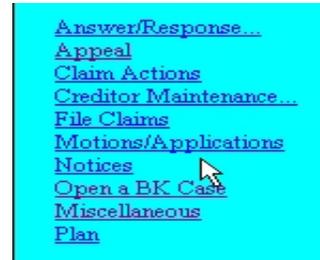
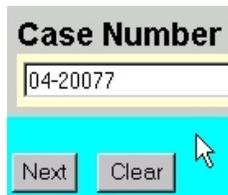


**Motion to Substitute Attorney.**

**STEP 1** Select **Bankruptcy** from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.

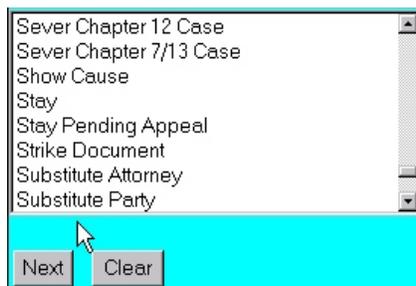


**STEP 2** The **Case Number** entry screen displays.



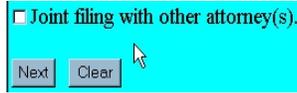
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

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



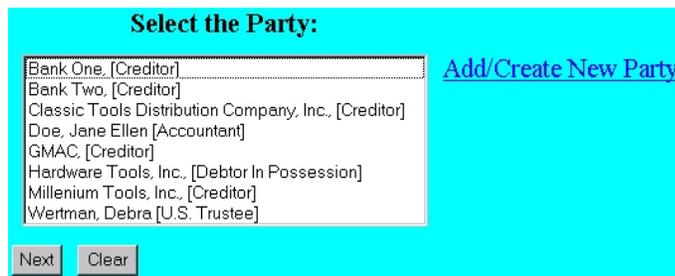
- ◆ Scroll through the options and highlight **Substitute Party**.
- ◆ Click on the **Next** button.

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



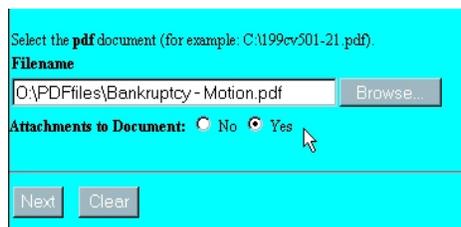
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

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



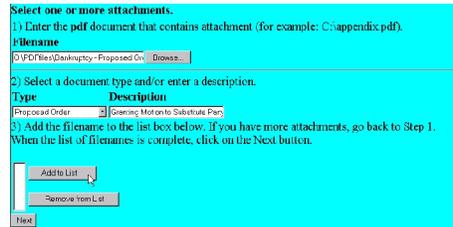
- ◆ Click on the filing party’s name or Add/Create New Party.
- ◆ Click on the **Next** button.

**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. All pleading exhibits must be attached at this time.



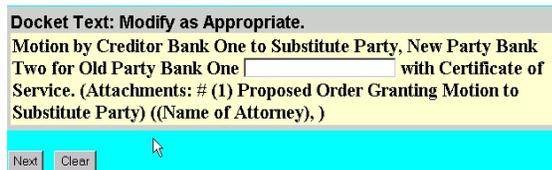
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment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

**STEP 8** The **Party Information and Certificate of Service** screen displays.



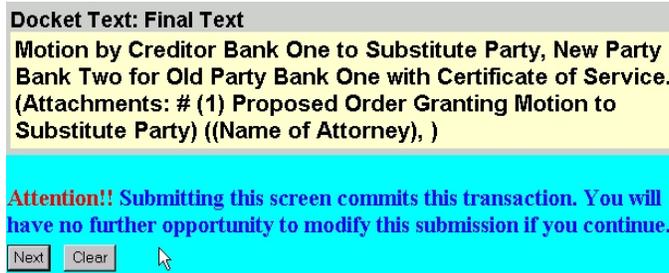
- ◆ Type in the name of the new party.
- ◆ Type in the name of the old party.
- ◆ Type in a lowercase ‘y’ if the motion contains a Certificate of Service or a lowercase ‘n’ if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Insert additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 10** 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 or 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.

