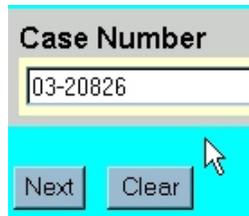


Motion to Compel.

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

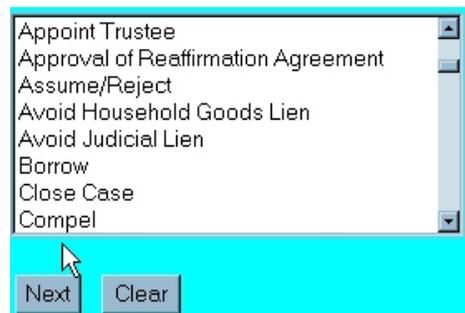


STEP 2 The **Case Number** entry screen displays.



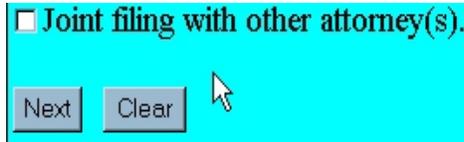
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

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



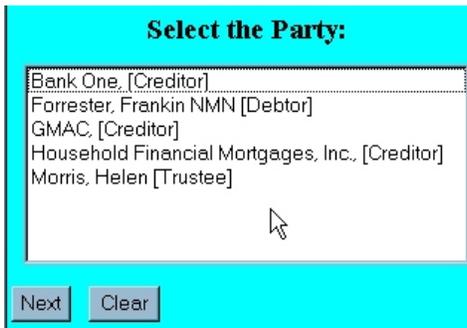
- ◆ Scroll down the list and click on the appropriate type of motion (**Compel**).
- ◆ Click on the **Next** button.

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



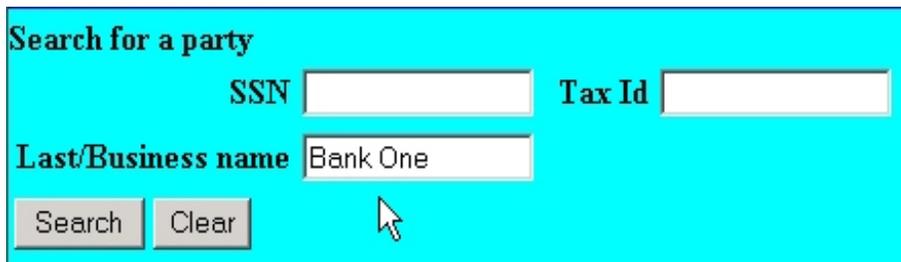
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

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



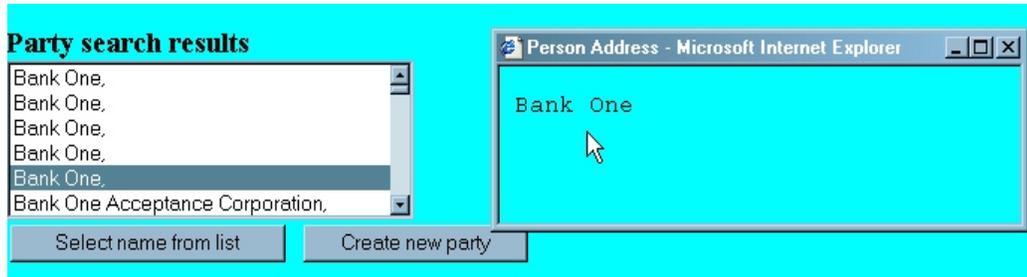
- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

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



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

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



- ◆ If 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 and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

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

The screenshot shows a form titled "Party Information". At the top left, it says "Bank One SSN:Unknown". Below this are several input fields: "Office", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County" (a dropdown menu), "Country", "Phone", "Fax", "E-mail", "ProSe" (a dropdown menu with "no" selected), and "Role" (a dropdown menu with "blank (blank:)" selected). At the bottom, there is a "Party text" input field and three buttons: "Submit", "Cancel", and "Clear".

- ◆ 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 **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ 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.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

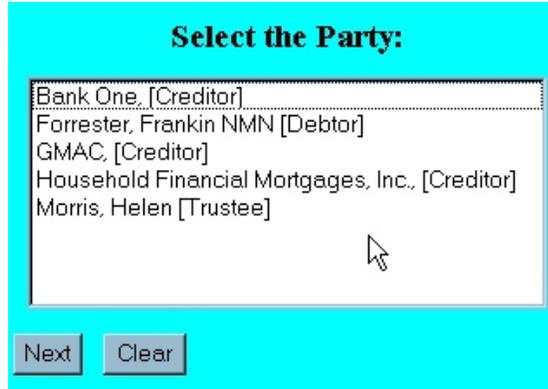
E-mail

ProSe Role

Party text

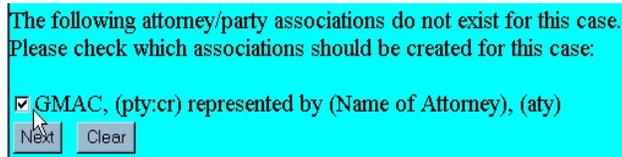
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [Tab] key to advance to the **First name** field and enter first name.
- ◆ **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, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.



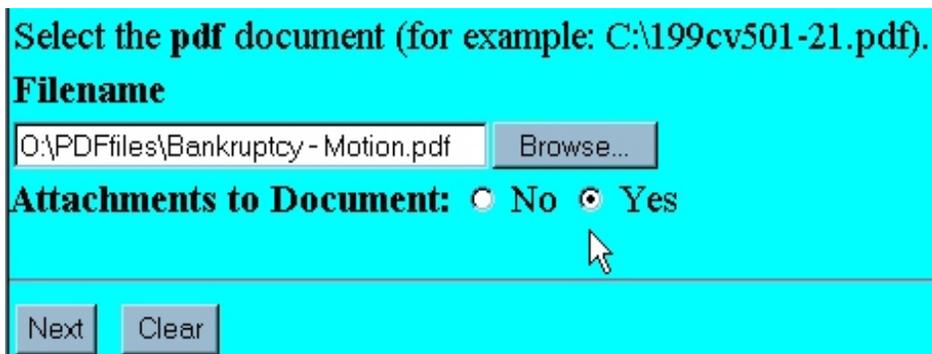
◆ Click on the **Next** button to continue.

STEP 11 Check the box to associate you as the attorney for the party selected/added. This screen will not display if the association has previously been made.



◆ Click **Next** to continue.

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.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

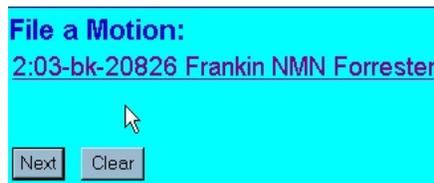
STEP 13 The **Select one or more attachments:** screen displays.

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

STEP 14 A screen requesting additional information about the motion displays.

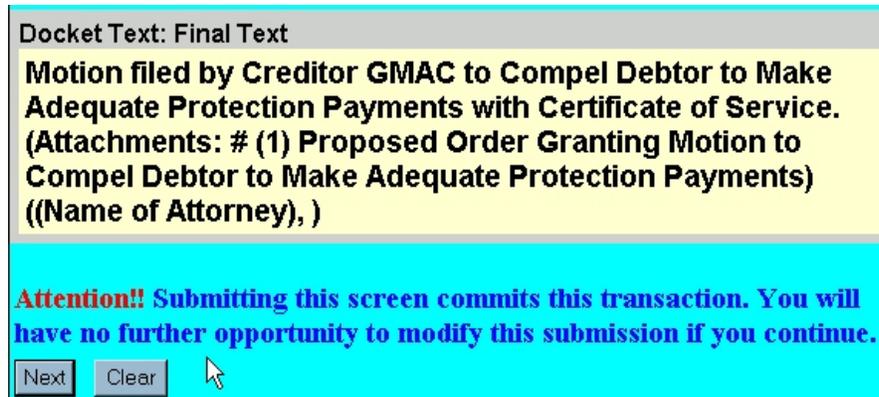
- ◆ **Who?:** Type in the name of the party (if debtor(s), just type the word).
- ◆ **To Do What?:** Type in a short description of what your motion is requesting..
- ◆ Type in a lowercase ‘y’ if the motion contains a **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 15 The **Case Verification** screen displays.



- ◆ Click on the **Next** button

STEP 16 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 17 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 (Name of Attorney), entered on 4/23/2004 at 4:02 PM EDT and filed on 4/23/2004

Case Name: Frankin NMN Forrester
Case Number: [2:03-bk-20826](#)
Document Number: [21](#)

Docket Text:
Motion filed by Creditor GMAC to Compel Debtor to Make Adequate Protection Payments with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Compel Debtor to Make Adequate Protection Payments) ((Name of Attorney),)

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

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkcecfStamp ID=1019576470 [Date=4/23/2004] [FileNumber=13024-01]