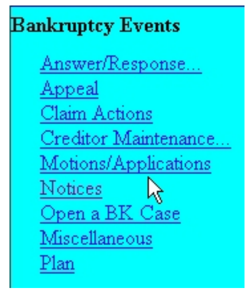
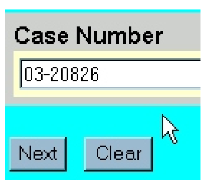
Motion to Enforce.

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

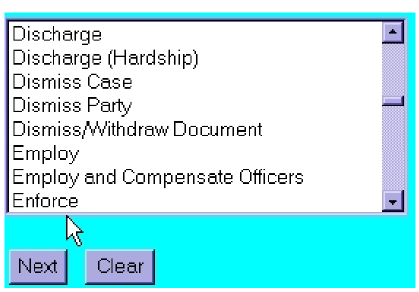


STEP 2 The **Case Number** entry screen displays.



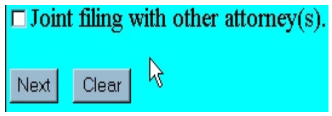
- ♦ **Case Number** - enter a case number in **YY-NNNNN** format
- ♦ Click on the **Next** button.

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



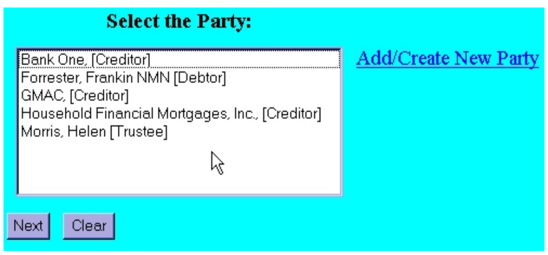
- ♦ Scroll down the list and click on the appropriate type of motion (**Enforce)**.
- ♦ Click on the **Next** button.

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



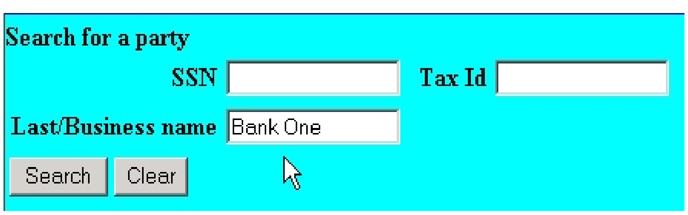
- Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- Click **Next** to continue.

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.

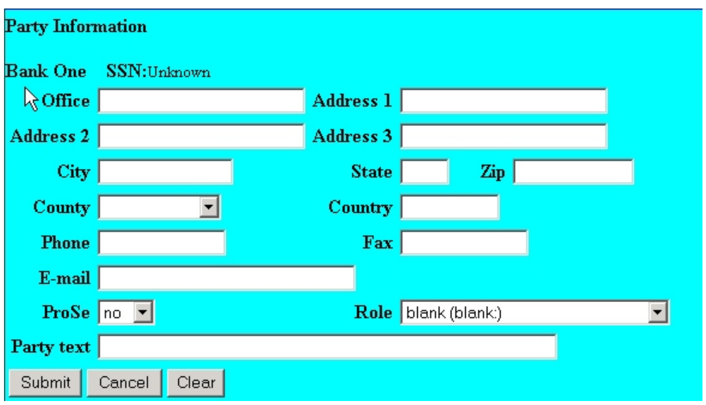


- **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- Click on **Search**.

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

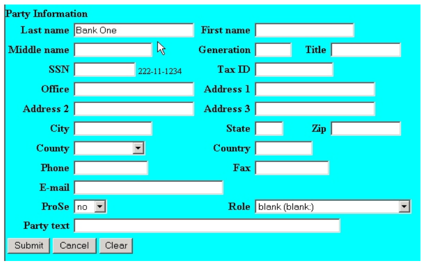
- ♦ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ♦ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

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



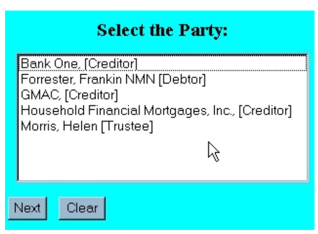
- ♦ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ♦ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ♦ **Party Text** - add additional information such 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.



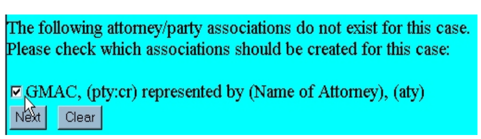
- ♦ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.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



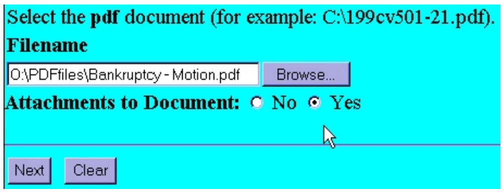
- ♦ Click on the **Next** button to continue.

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.**



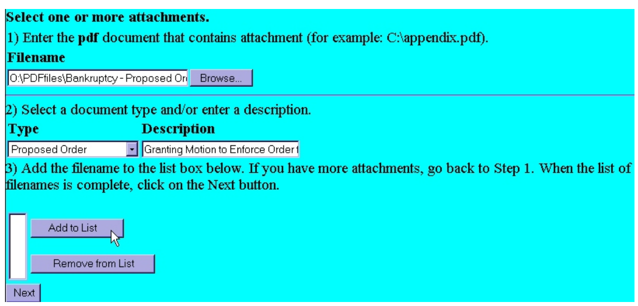
- ♦ Click **Next** to continue.

STEP 12 The **Select the pdf document** screen displays.



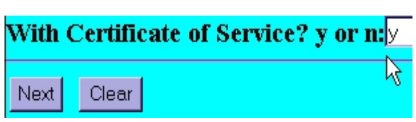
- Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- Click on the **Next** button.

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



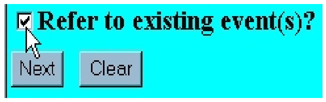
- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** - click on the down arrow to select the type of attachment, if listed.
- **Description** - type in any additional description if needed.
- **Add to List** - click this button to add selected attachment to list.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

STEP 14 The **With Certificate of Service** screen displays.



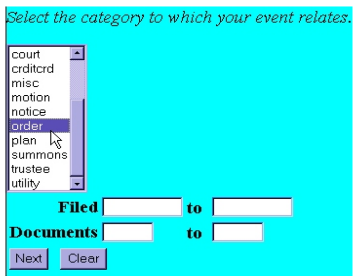
- Type in a lowercase ‘**y**’ if the motion contains a **Certificate of Service.**
- Click on the **Next** button.

STEP 15 The **Refer to Existing event(s)** screen displays.



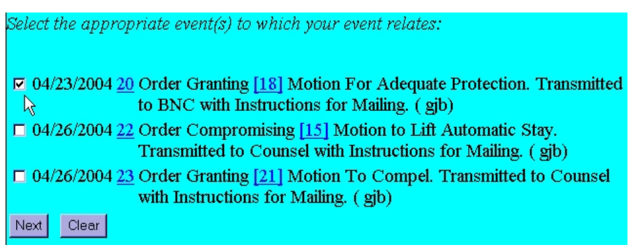
- ♦ Click in the box if this filing refers to an existing event.
- ♦ Click the **Next** button.

STEP 16 The **Select Category** screen displays.



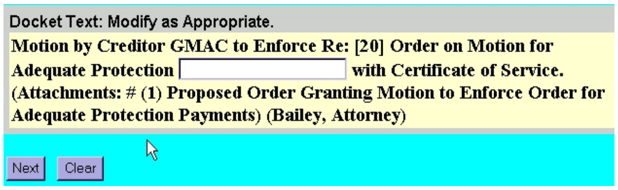
- ♦ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ♦ Enter a date range if necessary.
- ♦ Enter a range of documents if necessary.
- ♦ Click on the **Next** button.

STEP 17 The **Select the Appropriate Event(s)** screen displays.



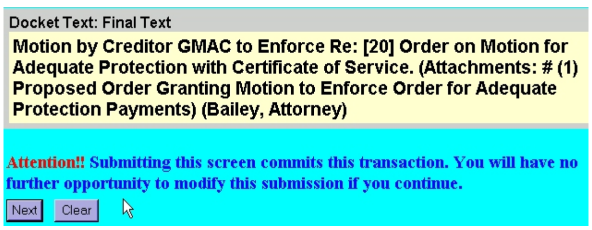
- ♦ Click in the box of the related event.
- ♦ Click on the **Next** button.

STEP 18 The **Docket Text: Modify as Appropriate** screen displays.



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

STEP 19 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 20 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.