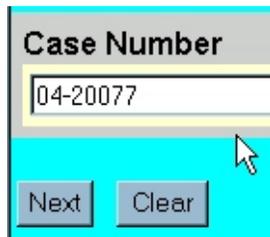


Motion to Amend

STEP 1 Select **Bankruptcy** from the *Main Menu*. Click on **Motions/Applications** from the *Bankruptcy Events* menu.

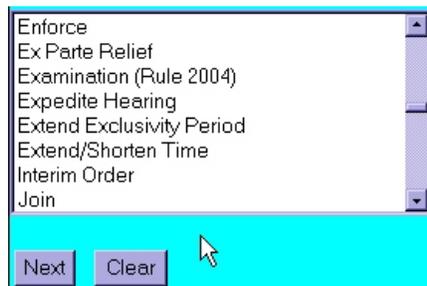


STEP 2 The **Case Number** screen displays.



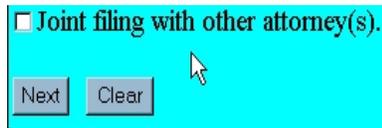
- ◆ **Case Number** - type the case number in YY-NNNNN format
- ◆ Click **Next** to continue.

STEP 3 The **select type of document** screen displays.



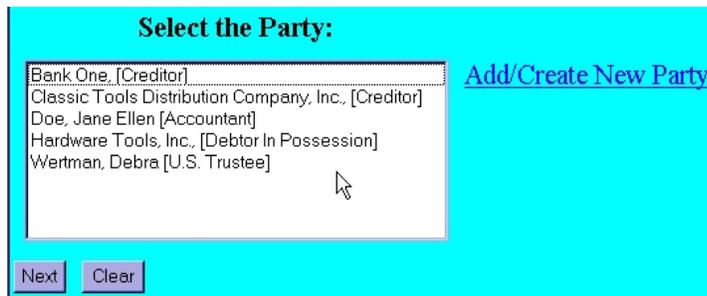
- ◆ Click on arrow to the right of the box to open the selection drop down box.
- ◆ Highlight type of document being filed (**Join**).
- ◆ Click on the **Next** button.

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



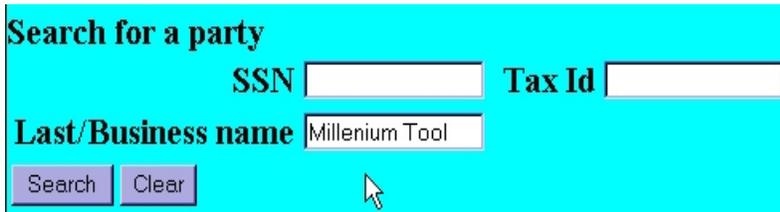
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

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



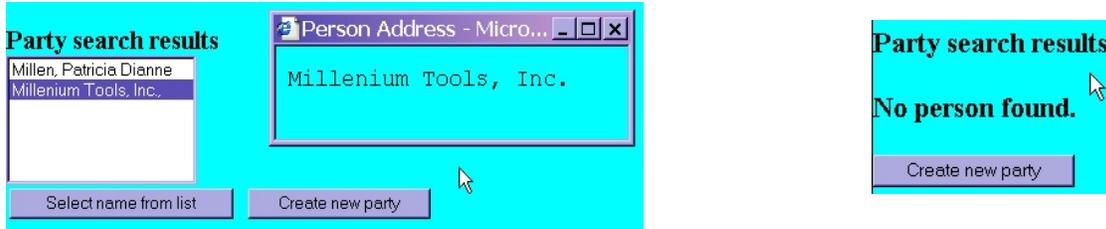
- ◆ If the party’s name appears, proceed to **Step10**.
- ◆ If the name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.

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



- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** 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 the party’s name appears, click on it, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If the party’s name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 If you picked a party from the pick-list, the **Party Information** screen displays.

Millenium Tools, Inc. SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- ◆ 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**.

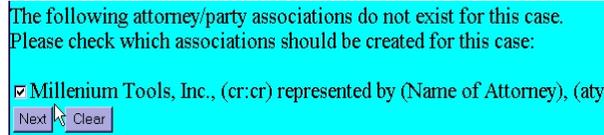
STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

- ◆ 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.

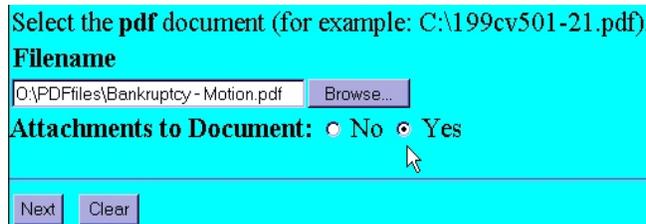
- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

STEP 11 If an association has not been made in the system, the **Association** screen displays. Check the box to associate you as the attorney for the party selected/added if appropriate.



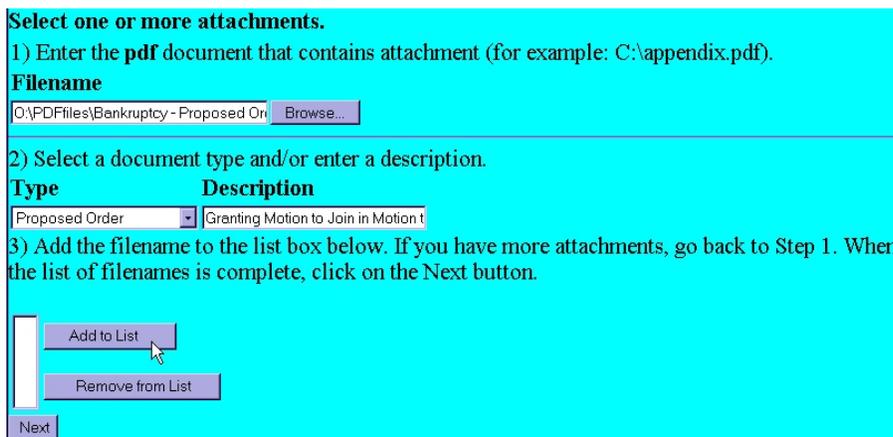
◆ Click **Next** to continue.

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.
- ◆ To attach a **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to **'Yes.'**
 - ▶ Click on the **Next** button.

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



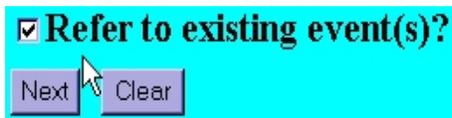
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment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

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



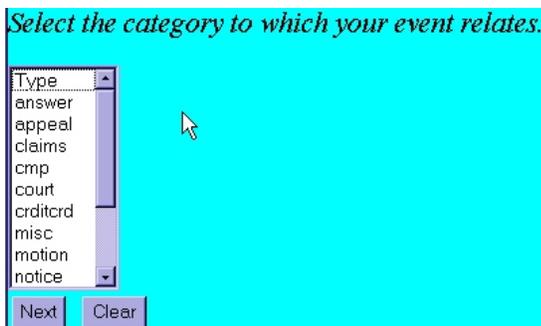
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a Certificate of Service is attached.
- ◆ Click on the **Next** button.

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



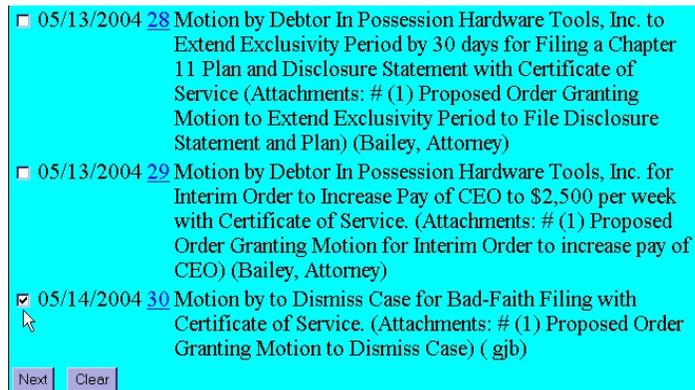
- ◆ If your motion includes a Notice of Motion, the **Objection Due Date** displays.
- ◆ Click in the box if this filing refers to an existing event.
- ◆ Click the **Next** button.

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



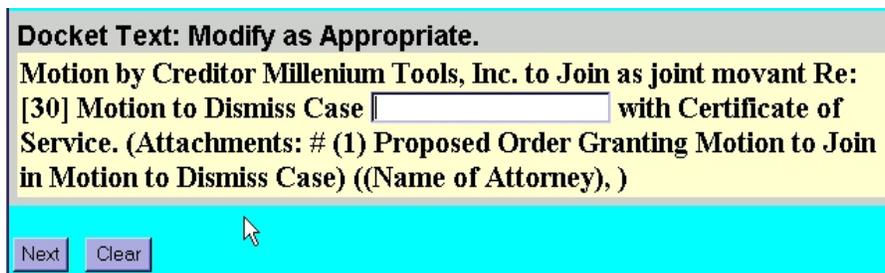
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click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

STEP 17 The **Event** screen showing all related documents pertaining to the category chosen in the previous step is displayed.



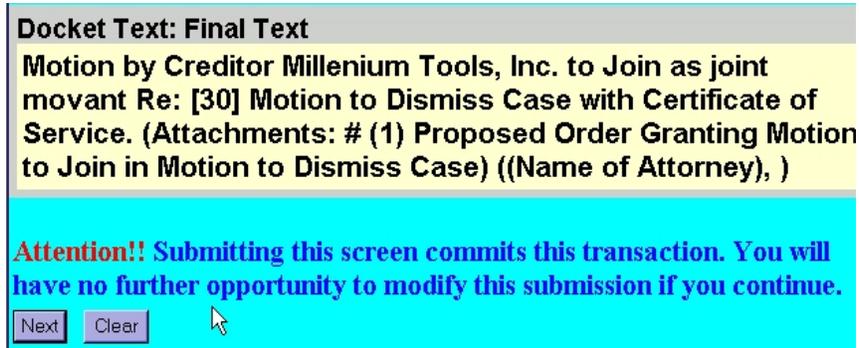
- ◆ Click in the box to the left of the event to which the compromise refers.
- ◆ Click on the **Next** button.

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



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

STEP 19 The **Docket Text: Final Text** screen displays.



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

