

Notice of Address Change

Filing Requirements

Notice of Address Change

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Address Change** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If notice is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If notice is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#).
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the notice, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- 7) Review the final docket text
 - a) Click **Next** to complete the filing
- 8) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Continued Hearing

(Do not use for 341 Hrg or Confirmation Hrg)

Filing Requirements

Notice of Continued Hearing or Confirmation Hearing

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Continued Hearing (Do not use for 341 Hrg or Confirmation Hrg)** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If notice is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If notice is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the notice, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Enter either **Hearing Date**- Do Not use for 341 Mtg of Creditors, Time and Location; **Show Cause Hearing Date**, Time and Location or **Status Hearing Date**, Time and Location

- a) **Next**
- 8) Refer to existing event(s)?
 - a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates
 - iii) **Next**
 - iv) Click the checkbox next to the appropriate event(s)
 - v) **Next**
 - b) If **No**, click **Next**
- 9) Review the docket text and modify as appropriate
 - a) **Next**
- 10) Review the final docket text
 - a) Click **Next** to complete the filing
- 11) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Continued Meeting of Creditors And/Or Confirmation Hearing (Attorney)

Filing Requirements

Notice of Continued Meeting of Creditors And/ Or Confirmation Hearing

No Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice Continued Meeting of Creditors And/ Or Confirmation Hearing (Attorney)** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If notice is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If notice is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the notice, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
- 7) Enter the 341 Meeting Date, Time and Location **AND/ OR** Confirmation Date, Time and Location (This information should be given to you by the Trustee)
 - a) **Next**

b) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Conversion from Ch 12 to Ch 7 (Debtor Use Only)

Filing Requirements

Notice of Conversion from Ch. 12 to Ch. 7 (Debtor Use Only)

Any Amended Schedules A-J

Chapter 7 Statement of Current Monthly Income and Means Test – [Form 22A](#)

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Conversion from Ch 12 to Ch 7 (Debtor Use Only)** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If notice is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If notice is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the notice, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) VERY IMPORTANT:
You MUST enter a CONVERSION DATE, ASSET status, and NEW CHAPTER in order

for the case to be properly converted. If the conversion date and/ or new chapter are left blank the case will NOT be converted.

- 8) Click on drop down box for New Chapter
 - a) Select the New Chapter
- 9) Click on drop down box for Asset Notice
 - a) Select the appropriate Asset Notice
 - i) **Next**
 - ii) **Next**
- 10) Rule 1019 due date: Date assigned
 - a) **Next**
- 11) The payment entered will be charged to your credit card.
 - a) Please note that if additional creditors are to be added at this time please file a matrix containing ONLY the additional creditors
 - b) **Next**
- 12) Review the docket text and modify as appropriate
 - a) **Next**
- 13) Review the final docket text
 - a) Click **Next** to complete the filing
- 14) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Conversion from Ch 13 to Ch 7 (Debtor Use Only)

Filing Requirements

- ≠ Notice of Conversion from Ch 13 to Ch 7
- ≠ Any Amended Schedules A-J
- ≠ Chapter 7 Statement of Current Monthly Income and Means Test- [Form 22A](#)
- ≠ No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Conversion from Ch 13 to Ch 7 (Debtor Use Only)** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) If this is a joint case and only one debtor is converting, you must file a motion to sever first.
 - a) **Next**
- 7) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction

for [Attachments to Document \(N/Y\)](#)

b) **Next**

8) VERY IMPORTANT:

You **MUST** enter a CONVERSION DATE, ASSET status, and NEW CHAPTER in order for the case to be properly converted. If the conversion date and/ or new chapter are left blank the case will NOT be converted.

9) Click on drop down box for New Chapter

a) Select the New Chapter (Ch. 7)

10) Click on drop down box for Asset Notice

a) Select the appropriate Asset Notice (No)

i) **Next**

ii) **Next**

11) Rule 1019 due date: Date assigned

a) **Next**

12) The payment entered will be charged to your credit card.

a) Please note that if additional creditors are to be added at this time please file a matrix containing **ONLY** the additional creditors

b) **Next**

13) Review the docket text and modify as appropriate

a) **Next**

14) Review the final docket text

a) Click **Next** to complete the filing

15) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

generic Notice

Filing Requirement

Notice

No Filing Fee Required

***Before using the Generic Notice event, click the ECF Search button and insure there is not a specific event for your filing**

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **generic Notice** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Refer to existing events(s)?

- a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates
 - iii) **Next**
 - iv) Click the checkbox next to the appropriate event(s)
 - v) **Next**
- b) If **No**, click **Next**
- 8) Review the docket text and modify as appropriate
 - a) **Next**
- 9) Review the final docket text
 - a) Click **Next** to complete the filing
- 10) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Appearance and Request for Notice

Filing Requirements

Notice of Appearance and Request for Notice

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Appearance and Request for Notice** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Review the docket text and modify as appropriate
 - a) **Next**
- 8) Review the final docket text
 - a) Click **Next** to complete the filing

- 9) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Default and Right to Cure

Filing Requirements

Notice of Default and Right to Cure

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Default and Right to Cure** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Refer to existing events(s)?
 - a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If **No**, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Deposition

Filing Requirements

Notice of Deposition

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Deposition** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Refer to existing events(s)?
 - a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If **No**, click **Next**

8) Review the docket text and modify appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Foreign Representative's Intent to Commence Case

Filing Requirement

Notice of Foreign Representative's Intent to Commence Case

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Foreign Representative's Intent to Commence Case** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
 - c) **Next**
- 7) Review the final docket text

- a) Click **Next** to complete the filing
- 8) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Ineligibility of Discharge in Ch. 13

Filing Requirements

No pleading required. This event is a docket text only event

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Ineligibility for Discharge in Ch. 13** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
 - b) **Next**
- 6) Refer to existing events(s)?
 - a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates
 - iii) **Next**
 - iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If **No**, click **Next**

7) Review the docket text and modify as appropriate

a) **Next**

8) Review the final docket text

a) Click **Next** to complete the filing

9) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Override of Preferred Address 342(e)

Filing Requirements

Notice of Override of Preferred Address

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Override of Preferred Address 342(e)** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Preferred Creditor Address Will Be Updated On the Mailing Matrix by:
 - a) **Next**
 - b) **Next**
- 8) Review the final docket text

- a) Click **Next** to complete the filing
- 9) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Recission of Reaffirmation Agreement

Filing Requirements

Notice of Recission of Reaffirmation Agreement

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Recission of Reaffirmation Agreement** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Refer to existing events(s)?
 - a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If **No**, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Rule 2004-1 Examination

Filing Requirements

Notice of Rule 2004-1 Examination

No Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Rule 2004-1 Examination** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
 - c) **Next**
- 7) Review the final docket text
 - a) Click **Next** to complete the filing
- 8) The Notice of Electronic Filing will display giving you the document number. Copies of

the notice will be emailed to all participants who receive electronic notification in the case

Notice of Substitution of Counsel

Filing Requirements

Notice of Substitution of Counsel

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Substitution of Counsel** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
 - c) **Next**
- 7) Review the final docket text
 - a) Click **Next** to complete the filing
- 8) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Notice of Withdrawal of Document

Filing Requirements

Notice of Withdrawal of Document

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Notice of Withdrawal of Document** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
- 6) Click **Browse** to find and select the PDF document being filed
 - a) If you are filing additional attachments to the motion, click **Yes** and follow instruction for [Attachments to Document \(N/Y\)](#)
 - b) **Next**
- 7) Refer to existing events(s)?
 - a) If **Yes**, click on box
 - i) **Next**
 - ii) Select the category to which your event relates

iii) **Next**

iv) Click the checkbox next to the appropriate event(s)

v) **Next**

b) If **No**, click **Next**

8) Review the docket text and modify as appropriate

a) **Next**

9) Review the final docket text

a) Click **Next** to complete the filing

10) The Notice of Electronic Filing will display giving you the document number. Copies of the notice will be emailed to all participants who receive electronic notification in the case

Request for Removal from Noticing

Filing Requirement

Notice of Request for Removal from Noticing

No Filing Fee Required

Procedure

- 1) Click **Bankruptcy > Notices**
 - a) Enter **Case Number**
 - b) **Next**
- 2) Select **Request for Removal from Noticing** from the event list
 - a) **Next**
- 3) Joint Filing with Attorney
 - a) If motion is not being filed with another attorney, click **Next** (Go to step 4)
 - b) If motion is being filed with another attorney
 - i) Click the joint filing check box and click **Next**
 - ii) Select the additional attorney and click **Next**
- 4) Select the filing **Party**. If the party is not listed, click on [Add/Create New Party](#)
 - a) **Next**
- 5) If applicable, link the party and attorney by clicking the checkbox next to the party name
 - a) **Next**
 - b) **Next**
- 6) Review the docket text and modify as appropriate
 - a) **Next**
- 7) Review the final docket text
 - a) Click **Next** to complete the filing
- 8) The Notice of Electronic Filing will display giving you the document number. Copies of the motion will be emailed to all participants who receive electronic notification in the case