

## Motion to Reopen vs Motion to Reconsider

### Motion to Reopen:

File a motion to reopen when a case is closed but there is a reason it needs to be reopened. For example, you may need to file a financial management certificate or a motion for discharge, open an adversary proceeding, or to redact personal identifiers. Please check your motion for the items listed below before you file it:

- The style of the motion has the correct debtor's name and case number
- The title of the document states it is a motion to reopen
- The document clearly states why the motion is being filed
- The signature block meets the requirements of LBR 9011-1
- A certificate of service is attached to the motion

There is a filing fee associated with a motion to reopen. The current fee can be found on the [Fee Page](#) of the court's website. If the motion to reopen is being filed for any of the following reasons, no fee is due:

1. To correct an administrative error made by the clerk of court
2. To reopen the case based upon an alleged violation of the terms of the discharge under 11 U.S.C. 524
3. To file a complaint to determine the dischargeability of a debt
4. For the sole purpose of redacting personal identifiers

Steps to file the motion to reopen are as follows:

1. Bankruptcy > Motions/Applications
  - a. Type the case number
    - i. Next
  - b. Select Reopen for the appropriate chapter
    - i. Next
    - ii. Next
  - c. Select the attorney's name
    - i. Next
  - d. Select party
    - i. Next
  - e. Browse to retrieve document
    - i. Next
  - f. Click Refer to existing events (if applicable)
    - i. Next
  - g. Is the case being reopened to submit a financial management course certificate?  
yes or no
    - i. If yes, select yes

- ii. If no, complete the following steps
      1. Select no
      2. Next
  - h. Question - Is this motion being filed for at least one of the following reasons: yes or no
    - i. Correct an administrative error made by the court?
    - ii. File an action to enforce a discharge?
    - iii. File a complaint to determine the dischargeability of a debt?
    - iv. For the sole purpose of requesting redaction of personal info?
 

**With chapter 11 cases, the following two questions will come up:**

      - v. File a motion for discharge in an individual Ch 11 case?
      - vi. Is this case administratively closed?
        1. If yes, skip to step three
        2. If No, continue with step two
2. Type the payment receipt number
  - a. Next
3. Verify the docket text and modify it, if needed
  - a. Next
4. Docket text warning the attorney to verify that all the information is correct
  - a. Next
5. Chambers will set the motion for hearing.

### **Motion to Reconsider:**

File a motion to reconsider when the case is still open, and you want the judge to reconsider a ruling he or she has made. Please check your motion for the items listed below before you file it:

- The style of the motion has the correct debtor's name and case number
- The title of the document states it is a motion to reconsider
- The document clearly references what ruling you are asking the judge to reconsider
- The signature block meets the requirements of LBR 9011-1
- The certificate of service is attached to the motion

Steps to file the motion to reconsider are as follows:

1. Bankruptcy > Motions/Applications
  - a. Type the case number
    - i. Next
  - b. Select Reconsider Motion BK
    - i. Next
    - ii. Next
  - c. Select the attorney's name

- i. Next
  - d. Select the party
    - i. Next
  - e. Browse to retrieve the document
    - i. Next
  - f. Click refer to existing event(s) (example: order dismissing case)
    - i. Next
  - g. Select the category that relates to the motion (example: order dismissing case)
    - i. Next
  - h. Is this a Motion to Reconsider a DISMISSAL of the CASE?
    - i. Select yes or no
      - 1. Next
  - i. Verify the docket text and modify it, if needed
    - i. Next
    - a. Docket text warning the attorney to verify that all the information is correct
      - ii. Next
- 2. Chambers will set the motion for hearing.