

Objections/Responses

This lesson explains how to docket an objection or a response to a motion or application.

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- Click **Responses/Objections**.

STEP 3 The **ANSWER/RESPONSE TYPE** screen displays.

- Click **Reference An Existing Motion/Application**.

STEP 4 The **CASE NUMBER** screen displays.

- Enter the correct case number (YY-NNNNN) including the hyphen.
- Click on the **[Next]** button.

STEP 5 The **OBJECTION/RESPONSE/REPLY** screen displays.

- From the drop down menu make a selection.
- Click on the **[Next]** button.

STEP 6 The **PARTY/FILER** screen displays.

- If the party is listed then select the filer from the list by clicking on the name and then by clicking the **[Next]** button. (Skip to **STEP 12** if the party is listed)

- If the filer is not listed, click the **Add/Create New Party** hyperlink and complete **STEP 7 - STEP 11**.

STEP 7 The **SEARCH FOR PARTY** screen displays.

- Enter the last name of the party.
- Click the [**Search**] button.

STEP 8 The **PARTY SEARCH RESULTS** screen displays

- Select the party's name from the list.
- If the party is not listed, click the **Create New Party** button.

STEP 9 The **PARTY INFORMATION** screen displays. *(Optional: Screen appears only when the create new party hyperlink is selected).*

- Enter the party's full name. **DO NOT** enter the address and if there is an address already filled in then highlight and delete the address information.
- The **Role Type** selection is defaulted to Blank. Click the **Role** type down arrow and select the role type for the filer.
- Click the [**Submit**] button.

STEP 10 The **PARTY SELECTION** screen displays again.

- The added party's name should be highlighted. If it is not, click on the name to highlight it.
- Click the [**Next**] button.

STEP 11 The **ATTORNEY/PARTY ASSOCIATION** screen displays.

- Checking this box will create an association with you and the party you selected. *[If you check the box you will get email service in this case, **BUT YOU WILL NOT BE ADDED TO THE MATRIX**. In order to be added to the matrix you **MUST** file an Entry of Appearance.]*

➤ **NOTE:** You will **ALWAYS** check this box when docketing an *Entry of Appearance*.

- Click the **[Next]** button.

STEP 12 The **PDF ATTACHMENT SELECTION** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path name for the document being filed.
- To verify that this is the appropriate document, highlight the document name.
 - ▶ Right click with your mouse.
 - ▶ Select **open** to view the imaged document.
 - ▶ Click **X** in the upper-right corner to exit the image.
 - ▶ If correct, double-click the PDF file to select it.
- Unless you have a separate PDF file to attach (scanned exhibits, etc.) leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (If you select **Yes** then go to the section on Motions/Applications for a step by step procedure.)
- Click the **[Next]** button.

STEP 13 The **DOCUMENT REFERENCE** screen displays.

- Click the checkbox at “*Does this filing refer to an existing document in this case?*”
- Click the **[Next]** button.

STEP 14 The **EVENTS CATEGORY** screen displays.

- Select the category of document you are responding/objecting to. *For example, when objecting to a motion, select **motion**. When you don't know the category then highlight every category and the whole docket will appear.*
- You may also type in a date range to reduce the search criteria.
- Click the **[Next]** button.

STEP 15 The **DOCUMENT LINKING** screen displays.

- Select the appropriate docket event. This is the event to which you are objecting.
- Click the **[Next]** button.

STEP 16 The **PENDING\ SCHEDULED EVENTS** screen displays (*ONLY If an Objection Deadline Has Been Set*).

- DO NOT** select an event to be satisfied.
- Click the **[Next]** button

STEP 17 The **DOCKET INFORMATION** screen displays.

- Click the **[Next]** button.

STEP 18 The **MODIFY TEXT** screen displays.

- You may pick from the drop down list at the beginning of the entry.
- Place your cursor in the second white box and go to the top of your screen and click on **[edit]** and then on **[paste]**. This will copy the docket text information from the motion. This saves you from having to re-type all of the previous information.
- Verify the accuracy of information.
- Click the **[Next]** button.

STEP 19 The **FINAL TEXT** screen displays.

- Verify the accuracy of the text.
- Use the **Back** browser button when corrections must be made.
- Clicking on Bankruptcy or any menu option aborts the entry.
- If the information is correct, click the **[Next]** button.

STEP 20 The **NOTICE OF ELECTRONIC FILING** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. The notice will also indicate the parties that have or have not been electronically served with the filing.
 - The **Case Number** hyperlink will display the docket report for this case.
 - The **Document Number** hyperlink will display the PDF image of the application just filed.
 - To print a copy of this notice, click the browser **[Print]** icon or click **[File]** on the browser menu bar and select **Print**.
 - To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ▶ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.
- **NOTE:** You **MUST** enter your PACER login and password to view any documents or reports or perform any queries.