

Notice of Hearing

This process shows the steps required to file a Notice of Hearing in ECF.

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



Figure 1

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

- Click on **Notices**.

- For further information on each of these categories, click the (Help) icon.



- STEP 3** The **CASE NUMBER** screen displays.

- Enter the case number using the YY-NNNNN format.
- Click the **[Next]** button.

- STEP 4** The **NOTICE EVENTS** screen displays.

- Select **Notice of Hearing** from the list of events.
- Click the **[Next]** button.

- STEP 5** The **SELECT PARTY/ADD FILER** screen displays.

- Select the party that you are representing.
 - If the party you are representing is not listed, you may add him or her by clicking the [add/create new party](#) hyperlink. (Refer to the motions portion of this manual for instructions in adding parties to cases).
- **NOTE:** The **Role Type** selection is defaulted to Blank. Click the **Role type** down arrow and select the role type for the filer.

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

STEP 6 The **PDF ATTACHMENT** 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 7 The **HEARING INFORMATION** screen displays.

- Enter the hearing date, time and location.
- Always** click the checkbox to reference a pending motion.
- Click the **[Next]** button.

STEP 8 The **CATEGORY OF DOCUMENTS** screen displays.

- Select the category which contains the event you are referencing. *If the notice of hearing is for a motion then 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 9 The **PENDING MOTIONS** screen displays.

- Click the check box for the event for which the hearing is being scheduled.
- Click the **[Next]** button.

STEP 10 The **SCHEDULE RECORDS** screen displays.

- REMOVE the check in the Current Schedule record for current docket entry box.
- Click in the box next to the Motion for which the hearing is being set.
- Click the **[Next]** button.

STEP 11 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 12 The **FINAL TEXT** screen displays.

- Verify accuracy of text.
- Use the **[Back]** browser button to change any information entered.
- Click the **[Next]** button.

STEP 13 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.