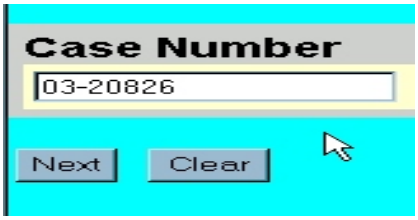
Motion For Accounting

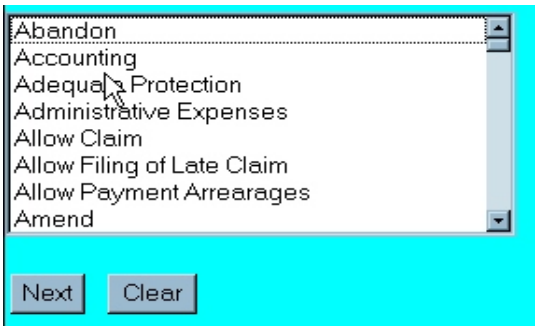
STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Motions/Applications** from the *Bankruptcy* menu.

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



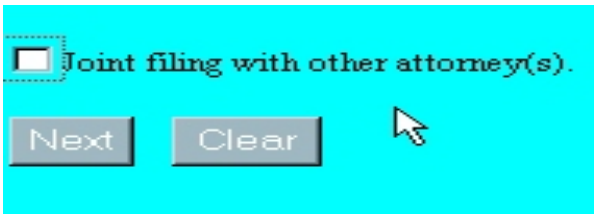
- **Case Number** - enter the case number in **YY-XXXXX** format (include hyphen).
- Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.



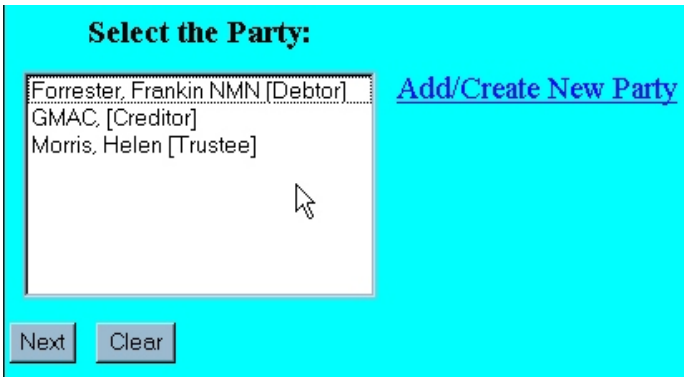
- Click on **Accounting**..
- Click on the **Next** button.

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



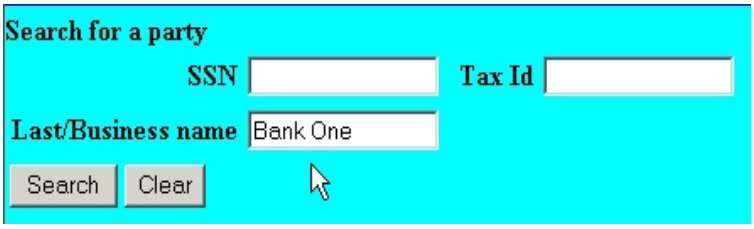
- Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- Click on the **Next** button.

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



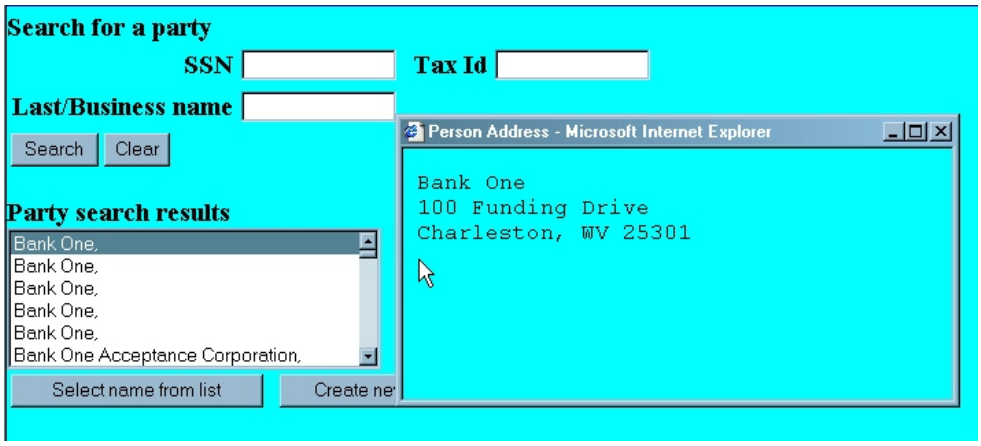
- If the party's name appears, click on the party's name and skip to **Step 10**;
- If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- Click on the **Next** button.

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



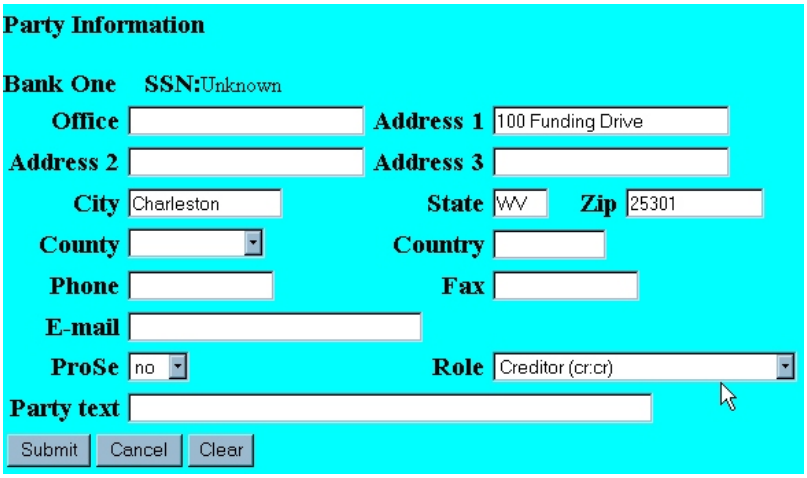
- **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- Click on **Search**.

STEP 7 The **Party search results** screen displays.



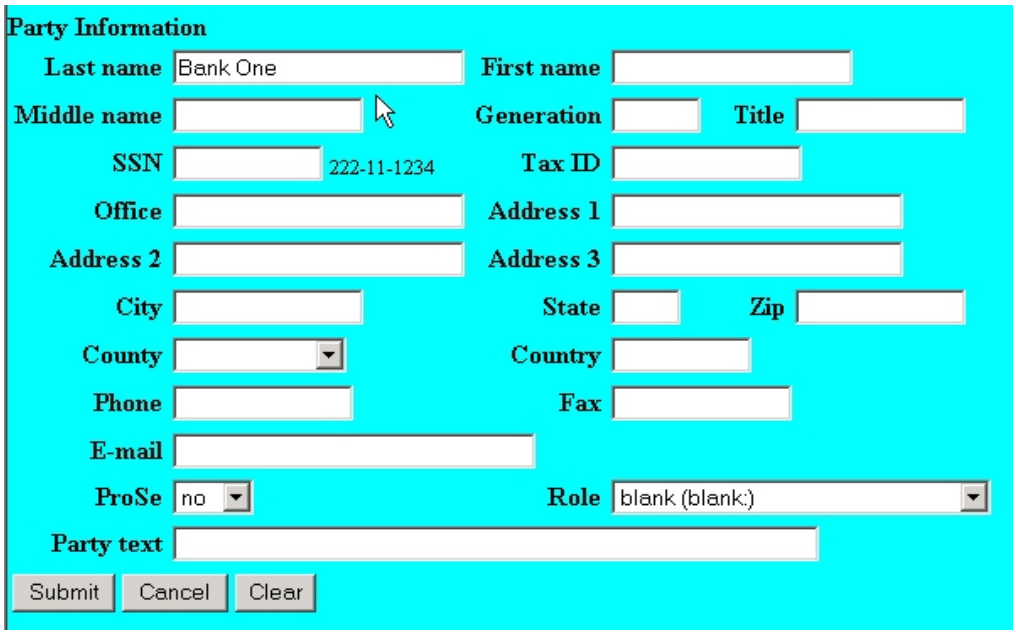
- If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on the **Select name from list** button and proceed to **Step 8**.
- If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.



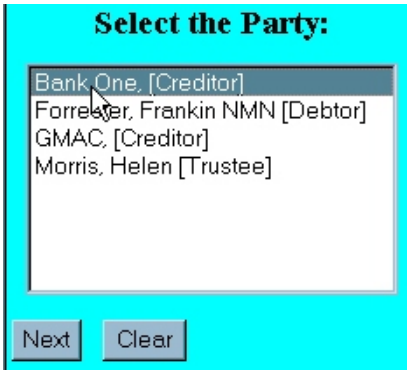
- Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- **Party Text** - add additional information such as '*A 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.



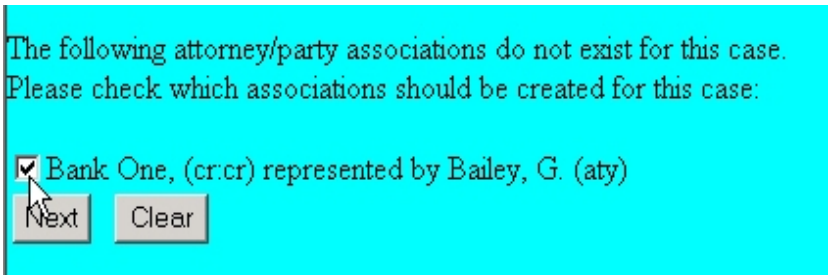
- Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
- **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 with your party highlighted.



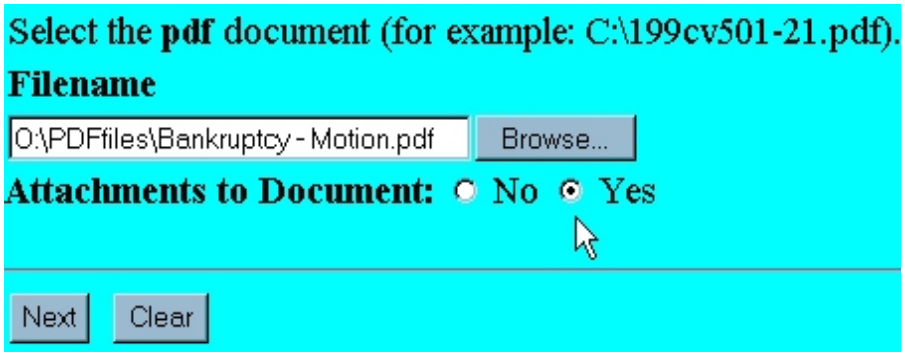
- Click on the **Next** button to continue.

STEP 11 Check the box to associate you as the attorney for the party selected/added. This screen will not display if the association has previously been made.



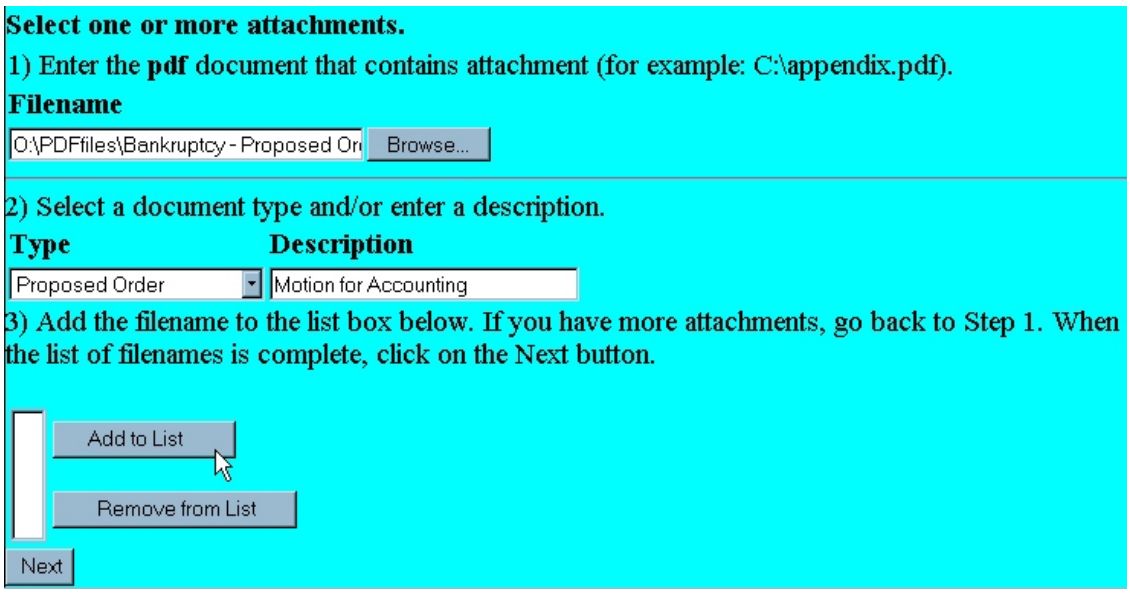
- Click **Next** to continue.

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 the Proposed Order and any 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.

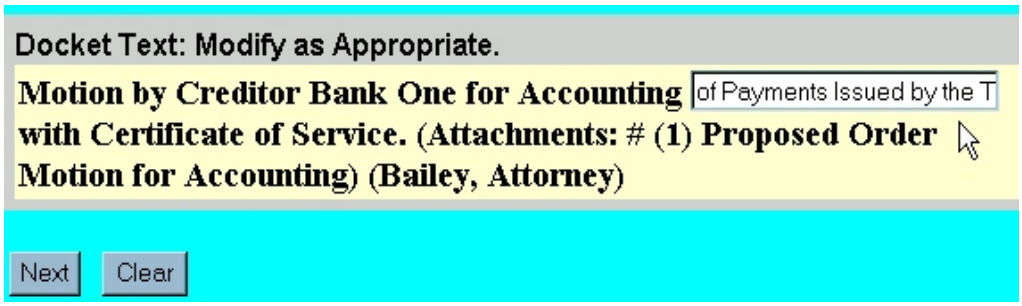


- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** - click on the down arrow to select the type of attachment, if listed.
- **Description** - type in any additional description if needed.
- **Add to List** - click this button to add selected attachment to list.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

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

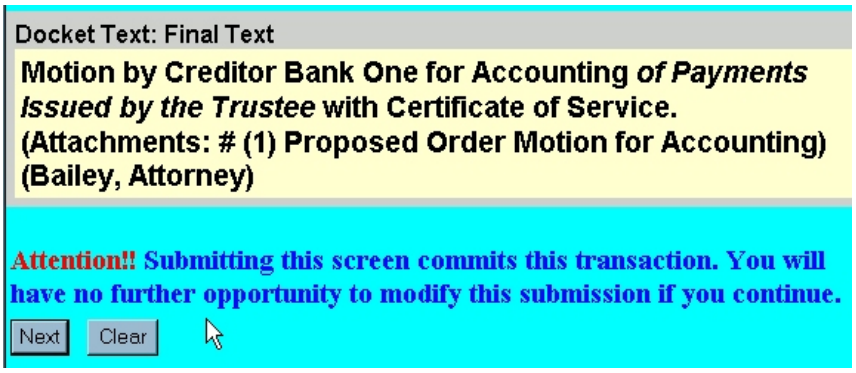
- Type a lowercase **'y'** if your motion contains a Certificate of Service or a lowercase **'n'** if you are not filing a Certificate of Service.
- Click on the **Next** button.

STEP 15 The **Docket Text: Modify as Appropriate** screen displays.



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

STEP 16 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- 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 or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/21/2004 at 11:03 AM EDT and filed on 4/21/2004

Case Name: Frankin NMN Forrester
Case Number: 2:03-bk-20826
Document Number: 17

Docket Text:
Motion by Creditor Bank One for Accounting *of Payments Issued by the Trustee* with Certificate of Service. (Attachments: # (1) Proposed Order Motion for Accounting) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=4/21/2004] [FileNumber=12954-0]
[327c76900d510d2a58227d36f5e1785b9914861b73d5a3b50c785b29eff8f4f5f1b1e