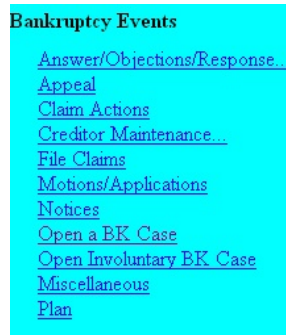


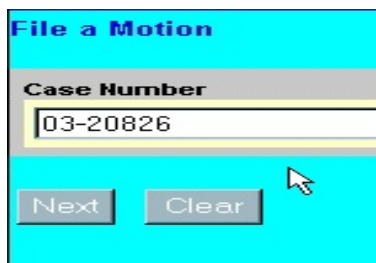
---

**LIFT AUTOMATIC STAY**

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

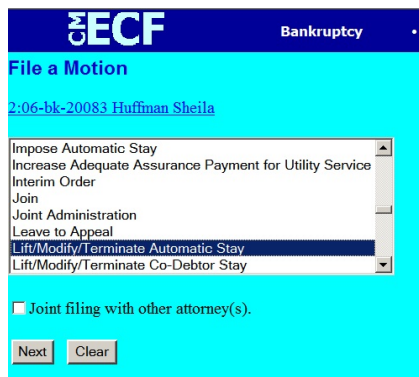


**STEP 2** The **Case Number** entry screen displays.



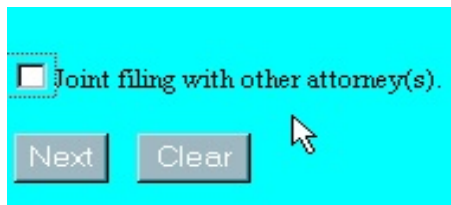
- ◆ **Case Number** - enter a case number in YY-NNNNN format.
- ◆ Click on the **Next** button.

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



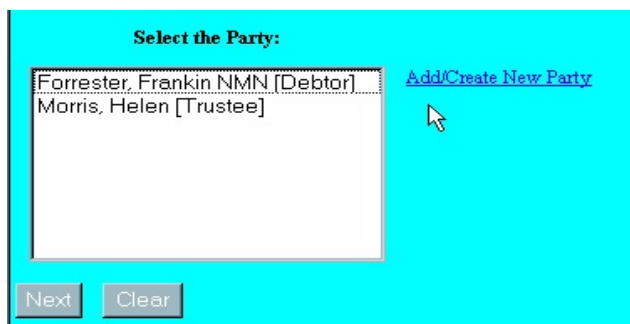
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed.

- ◆ A checkbox is also displayed above the **Next** button on this screen.

A screenshot of a web form. At the top, there is a checkbox with the text "Joint filing with other attorney(s)." to its right. Below the checkbox are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Clear" button.

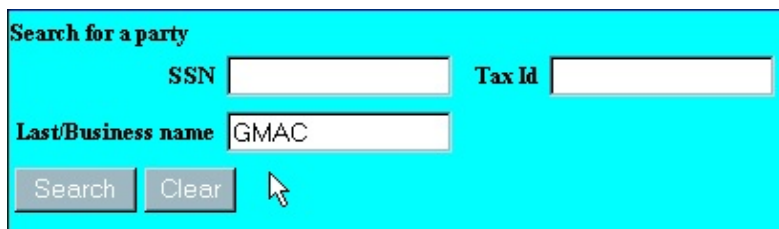
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney. If not, leave blank.
- ◆ Click on the **Next** button.

**STEP 4** The **Select the Party** screen displays.

A screenshot of a web form titled "Select the Party:". It features a list box containing two entries: "Forrester, Frankin NMN [Debtor]" and "Morris, Helen [Trustee]". To the right of the list box is a link that says "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Add/Create New Party" link.

- ◆ If name of party appears, click on the name and click **Next** and proceed to Step 10.
- ◆ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to Step 6.

**STEP 5** The **Search for a party** screen displays.

A screenshot of a web form titled "Search for a party". It has three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "GMAC". Below the input fields are two buttons: "Search" and "Clear". A mouse cursor is pointing at the "Clear" button.

- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** 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**.

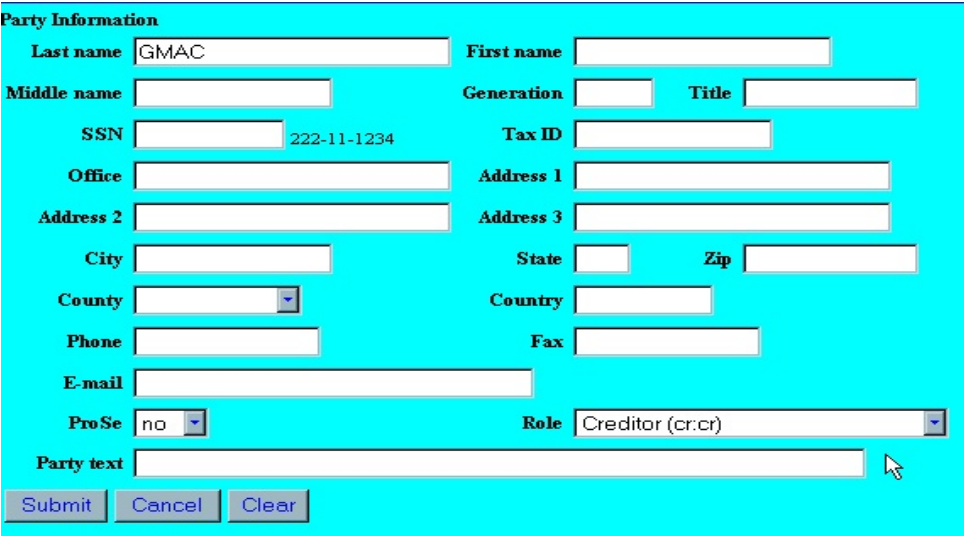
**STEP 6** The **Party search results** screen displays.

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

**STEP 7** 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 8** If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

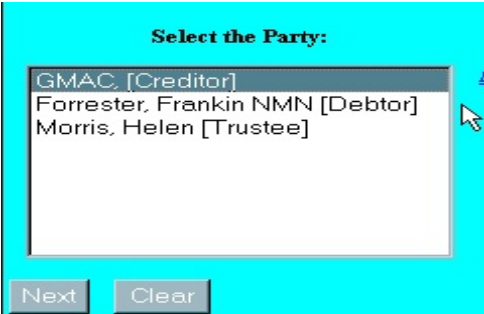


The screenshot shows the "Party Information" form with the following fields and values:

| Party Information   |                  |
|---------------------|------------------|
| Last name           | GMAC             |
| First name          |                  |
| Middle name         |                  |
| Generation          |                  |
| Title               |                  |
| SSN                 | 222-11-1234      |
| Tax ID              |                  |
| Office              |                  |
| Address 1           |                  |
| Address 2           |                  |
| Address 3           |                  |
| City                |                  |
| State               |                  |
| Zip                 |                  |
| County              |                  |
| Country             |                  |
| Phone               |                  |
| Fax                 |                  |
| E-mail              |                  |
| Pro Se              | no               |
| Role                | Creditor (cr:cr) |
| Party text          |                  |
| Submit Cancel Clear |                  |

- ◆ 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 9** The **Select the Party:** screen with your party highlighted displays.



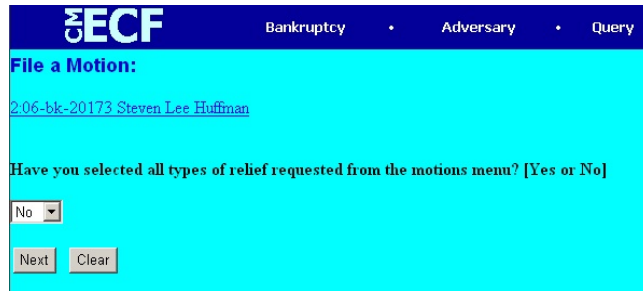
The screenshot shows the "Select the Party:" screen with a list of parties:

- GMAC, [Creditor]
- Forrester, Frankin NMN [Debtor]
- Morris, Helen [Trustee]

At the bottom, there are "Next" and "Clear" buttons.

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

**STEP 10** The **File a Motion** screen displays.



- ◆ Choose **Yes** or **No** and click **Next**.
  - ▶ If '**No**' is selected, the following screen will display.



- ▶ Click the back button on the browser menu until the select the type of **motion/application** being filed screen displays and select the other types of relief (motions/applications) being filed.

**STEP 11** The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Motion.pdf

**Attachments to Document:** ☐ No ☒ Yes

- ◆ 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 12** The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed Or

2) Select a document type and/or enter a description.

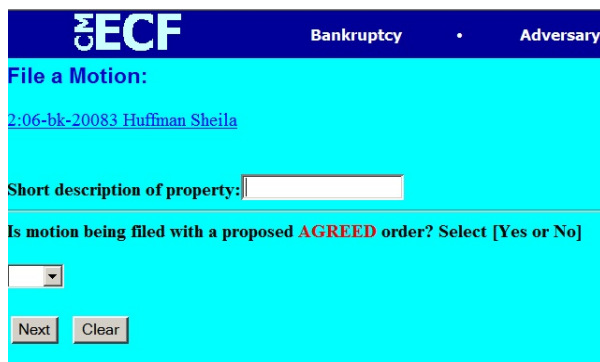
| Type           | Description                         |
|----------------|-------------------------------------|
| Proposed Order | Granting Motion to Lift Automatic S |

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

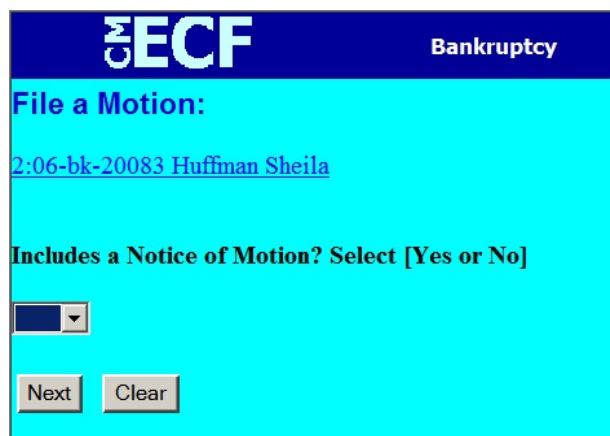
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed or if no **Type** is found.

- ◆ **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.
- ◆ Click on the **Next** button when finished.

**STEP 13** The **Property, Notice of Motion and Certificate of Service** screen displays.



- ◆ Indicate if an **Agreed Order** is included with the motion by entering a lowercase “y” or “n” in the text box.
- ◆ Enter a description of the property, and then click **Next**.

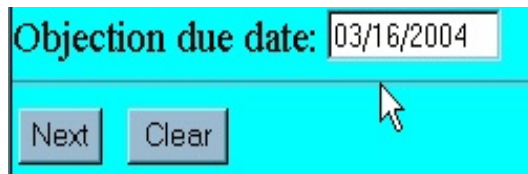


- ◆ Choose yes or no from the drop down box as applicable, then click **Next**.

- ◆ Choose yes or no from the drop down box as applicable, then click **Next**.

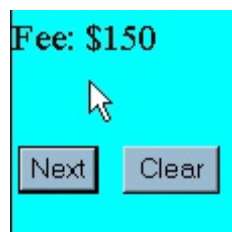


**STEP 14** The **Objection due date:** screen displays.



- ◆ The objection due date defaults to 15 days from the date of entry of this event.
- ◆ Click on the **Next** button.

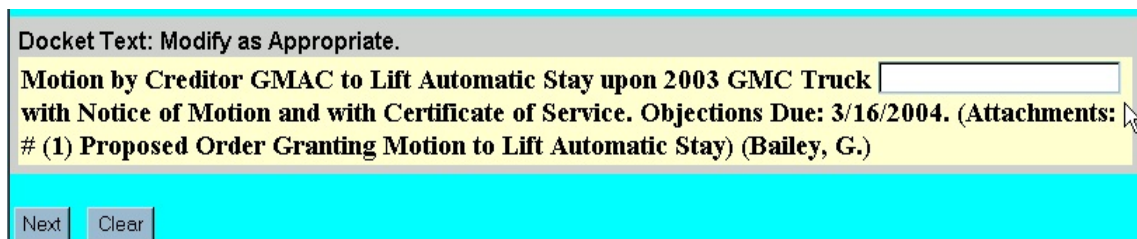
**STEP 15** The **Fee** screen displays showing the fee that will be charged to your Credit Card.



- ◆ Click **Next** to continue.



**STEP 16** The **Modify Text** screen displays.



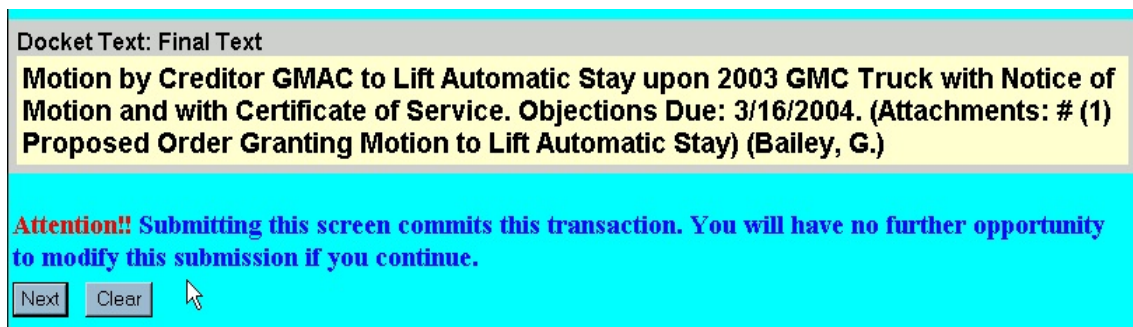
Docket Text: Modify as Appropriate.

Motion by Creditor GMAC to Lift Automatic Stay upon 2003 GMC Truck [text box] with Notice of Motion and with Certificate of Service. Objections Due: 3/16/2004. (Attachments: # (1) Proposed Order Granting Motion to Lift Automatic Stay) (Bailey, G.)

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 17** 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**.



Docket Text: Final Text

Motion by Creditor GMAC to Lift Automatic Stay upon 2003 GMC Truck with Notice of Motion and with Certificate of Service. Objections Due: 3/16/2004. (Attachments: # (1) Proposed Order Granting Motion to Lift Automatic Stay) (Bailey, G.)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

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

**STEP 18** A Summary of Current Charges: screen displays.**Summary of current charges:**

| Date Incurred       | Description   | Amount        |
|---------------------|---|---------------|
| 2004-03-01 16:52:17 | Motion to Lift Automatic Stay(2:03-bk-20826) [motion,mrlfsty] ( 150.00) | \$ 150.00     |
|                     | <b>Total: \$</b>  | <b>150.00</b> |

Pay Now

Continue Filing

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

**STEP 19** 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, G. J. entered on 3/1/2004 at 4:52 PM EST and filed on 3/1/2004

**Case Name:** Frankin NMN Forrester

**Case Number:** [2:03-bk-20826](#)

**Document Number:** [15](#)

**Docket Text:**  
Motion by Creditor GMAC to Lift Automatic Stay upon 2003 GMC Truck with Notice of Motion and with Certificate of Service. Objections Due: 3/16/2004. (Attachments: # (1) Proposed Order Granting Motion to Lift Automatic Stay) (Bailey, G.)

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=3/1/2004] [FileNumber=12049-0] [751cbfb8f4becbcf795ddfb3d6e66a30091d7b3810a729a47813582388edc203ac2ac5ceae6e909e9cd564dd179182b088782cff287d1fec6d776dde5dfdf0e]]

**Document description:**Proposed Order Granting Motion to Lift Automatic Stay  
**Original filename:**O:\PDFfiles\Bankruptcy - Proposed Order.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/1/2004] [FileNumber=12049-1] [b17d301f0955fe06721729935414ebafb5cd9c44db9fdd120fa4f01a5d497aba3a9c8eb706136c19ba0a8994bf6969ce3bb7ad8a31b783a9d3ec31f8913028cb]]

**2:03-bk-20826 Notice will be electronically mailed to:**