

Motion for Relief from Stay

Below are instructions regarding how to docket a two-part motion. The example illustrated is for a Motion for Relief from Stay and Adequate Protection.

- Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- Click the **Motions/Applications** hyperlink.
- Enter **Case Number**, click **[Next]**.
- Scroll down and select “**Relief from Stay.**”

Note: If there is also a request for “in the alternative adequate protection” Hold your shift key down and select “**Adequate protection**”

- Select the party you represent, if the party is not listed, you must add them.
- Click **[Next]**.
- If you are prompted to associate yourself to your client, check the box and click **[Next]**.
- Click **[Next]** again.
- Associate the PDF file, click **[Next]**.
- If your case is filed in the **San Jose or Oakland Divisions**, enter the RS number. RS Numbers are assigned by the attorney. It is recommended that you maintain a log of assigned RS numbers.

The naming convention for assignment of RS numbers is as follows:

Your three initials of your name (All **UPPER CASE**) and a 3-digit number starting with 001 (*e.g. SDH-001, SDH-002, SDH-003*)

Note: RS numbers should be included on all documents in the Motion for Relief from Stay.

- Click **[Next]**.

- The fee amount is displayed, click **[Next]**.
- The **Final Text Editing** screen appears (See **Figure 22-1**), edit the text if necessary. Verify the final docket text.

ECF Bankruptcy • Adversary • Query • Reports •

File a Motion:

[06-30057 Samuel Washington and Claudia Washington](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)
Assets: n Judge: TEC Case Flag: DebtEd, MEANSNO, 727OEB

Docket Text: Modify as Appropriate.

▼ Motion for Relief from Stay [] Fee Amount \$150, ..
▼ Motion for Adequate Protection [] Filed by
Creditor Bank of America (CANBatytl,)

Next Clear

Figure 22-1

- If correct, click **[Next]**.

Note: Review the completed docket entry.

- Click **[Next]**.