

Notice of Hearing

Below are instructions regarding how to docket a notice of hearing.

NOTE: The motion must be docketed first. This will allow the hearing to be linked to the motion.

- Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- Click the **Notices** hyperlink.
- Enter **Case Number**, click **[Next]**.
- Scroll down and select “Notice of Hearing”, Click **[Next]**.
- Select your party, click **[Next]**.
- Click **[Next]**.
- Associate the pdf file of the **Notice of Hearing**, click **[Next]**.
- Enter the applicable hearing date/time/location, click **[Next]**.
- Place a check mark in the box **Refer to Existing Event**.
- Click **[Next]**.
- Select the category of the event to which the hearing is related to, click **[Next]**.

- Place a check mark in the box next to the document that the hearing should be associated with, click **[Next]**.
- Click **[Next]**.
- Review the display of the hearing information, click **[Next]**.
- Edit the docket text if necessary, click **[Next]**.
- Verify the final docket text. If correct, click **[Next]**.