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[Home](#) > [Motions](#) > [Motions \(with Reference\)](#) > Filing Motions (with Reference)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Motion/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **[the name of the Motion]**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.

Associate the pdf file of the **[Motion]**, click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the category to which your event relates.

Click **Next**.

Select the appropriate event (s) to which your event relates:

Place a check mark in the box next to the document, click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Motions

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