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

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Amended Application/Motion**

Click **Next**.

Click **Next**.

Select the Party.

Click **Next**.

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.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Amended Application/Motion**.

Click **Next**.

Note: The following question displays:

"Which are you filing, a Motion or an Application?"

Enter appropriate answer.

Click **Next**.

Note: The following question displays:

"Are you rescheduling the hearing date?" **Click** on the radio button for **Yes** or **No**.

Note: The following reminder message displays:

Please terminate the original motion on the next screen.

Pending Documents to be terminated displays:

Place a check mark in the box of the document to be terminated.

Click **Next**.

Relate This Filing To The Original Application/Motion displays

Click **Next**.

Place a check mark in the box of the related event.

Click **Next**.

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

Click **Next**.

Please enter the original hearing date below.

Click **Next**.

Edit the docket text if necessary.

[Review final docket text.](#)

Click **Next**.

Manual Chapter:

Motions

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<http://www.canb.uscourts.gov/ecf/efiling-manual/amended-applicationmotion-0>