

[Motion Re: Chapter 11 First Day Motions](#)

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

- Click **Motion/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.

First Day Motions 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.

- Select [Chapter 11](#)
- Associate the pdf file of the **Motion Re: Chapter 11 First Day Motions**, click **Next**.
- **Enter** the relief type (one relief type per motion)
- Click **Next**.
- Edit the docket text if necessary.
- Click **Next**.

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- ***Review final docket text.***

- Click **Next**.

Manual Chapter: Motions

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