



Published on *United States Bankruptcy Court* (<http://www.canb.uscourts.gov>)

[Home](#) > [Motions](#) > Motion For Relief from Stay

This explains 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 **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 control key down and select "**Adequate protection**".

Select the party you represent, if not listed, click **Add/Create New Party**.
Click **Next**.

Note: If it 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 **Motion for Relief from Stay or in the Alternative Adequate Protection**, click **Next**.

Enter the RS # if your case is filed in the San Jose or Oakland Divisions. RS Numbers are assigned by the attorney. It is recommended that you maintain a log in your office of RS numbers assigned.

The naming convention to use when assigning numbers is:

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

Click **Next**.

Pay the fee.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Motions

Source URL (modified on 07/14/2016 - 9:20am):

<http://www.canb.uscourts.gov/ecf/efiling-manual/motion-relief-stay>