

[Filing Motions \(General\)](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**, click **Next**.
- Scroll down and select **[the name of the Motion]**, click **Next**.
- Select the **Party**. 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**.
- Associate the pdf file of the **[name of the Motion]**, click **Next**.
- Edit the docket text if necessary.
- Click **Next**.
- ***Review final docket text.***
- Click **Next**.

Filing Motions (General)

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

Manual Chapter: Motions

Source URL (modified on 04/20/2016 - 2:58pm): <https://www.canb.uscourts.gov/ecf/efiling-manual/filing-motions-general>