

[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**.

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- 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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