

### [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**

## Motion For Relief from Stay

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**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

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