

Applications

[Amended Application/Motion](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Amended Application/Motion**
- Click **Next**.
- Click **Next**.
- **Select** the Party.
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.

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- Associate the pdf file of the **Amended Application/Motion**.
- Click **Next**.

Note: The following question displays:

"Which are you filing, a Motion or an Application?"

- **Enter** appropriate answer.
- Click **Next**.

Note: The following question displays:

"Are you rescheduling the hearing date?" **Click** on the radio button for **Yes** or **No**.

Note: The following reminder message displays:

Please terminate the original motion on the next screen.

Pending Documents to be terminated displays:

Place a check mark in the box of the document to be terminated.

- Click **Next**.

Relate This Filing To The Original Application/Motion displays

- Click **Next**.
- **Place** a check mark in the box of the related event.
- Click **Next**.
- **Select** the appropriate event(s) to which your event relates:
- Click **Next**.

Please enter the original hearing date below.

- Click **Next**.
- Edit the docket text if necessary.
- **Review final docket text.**
- Click **Next**.

[Application for Pro Hac Vice](#)

IMPORTANT NOTE: To gain access to docket this event, you must first follow the procedure outlined at:

<http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-santa-rosa-san-francisco/application-pro-hac-vice-effective>

Using your PACER login credentials, please login into the following website:

<https://ecf.canb.uscourts.gov/>

Once logged in, please proceed to file your Application for Pro Hac Vice, pay the filing fee and upload your proposed order, as outlined by these procedures:

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar:

STEP 2 The **Bankruptcy Events** screen displays:

o Click on the **Pro Hac Vice** hyperlink.

STEP 3 The **File a Document** screen displays:

o Enter the case number, then click the [NEXT] button.

STEP 4 The **Available Events** screen displays:

o Select Application for Admission of Attorney Pro Hac Vice.

o Click the [NEXT] button.

STEP 5 The **Browse for the File** screen displays:

o Click the **Browse** button and proceed to attach your PDF application (Please note: All filings must be submitted in PDF format). If you have additional attachments, please select the "Yes" radio button, then click on the [NEXT] button.

STEP 6 The **Filing Fee Due** screen displays:

o Click the [NEXT] button.

STEP 7 The **Docket Text** screen displays:

o If you need to customize the title of this document, please add additional language on the free text box.

o Click the [NEXT] button.

STEP 8 The **Docket Text Final Text** screen displays:

o Click the [NEXT] button.

STEP 9 The **Notice of Electronic Filing** screen displays and a prompt to pay filing fee:

o Click the [Pay Now] button.

STEP 10 The first **Internet Payments Due** screen displays:

o Check mark the item to pay, then click the [NEXT] button.

STEP 11 The second **Internet Payments Due** screen displays:

o Click the [Pay Now] button.

o The Pay.Gov payment page will display. Please proceed to make your payment.

STEP 12 Once you have completed payment, please proceed to upload your proposed order for chamber's review.

To upload your proposed order:

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar:

STEP 13 The **Bankruptcy Events** screen displays:

STEP 14 The **Order Upload for Bankruptcy** screen displays:

o Click the **Upload Single Order** hyperlink.

STEP 15 The **Upload a Single Order Case Number** screen displays:

o Enter the case number, then click the [NEXT] button.

STEP 16 The **Related document number** screen displays:

o Enter the related document number, then click the [NEXT] button. The related document number will be the document number assigned to your Application for Pro Hac Vice, as described on the official court docket available on PACER.

STEP 17 The **Related document number and description** screen displays:

o Select the **Order type** from the drop-down menu and enter the **hearing date information, if applicable**, then click on the [NEXT] button.

STEP 18 The **Browse for File** screen displays:

o Click the **Browse** button and proceed to attach your PDF application (Please note: All filings must be submitted in PDF format). For proposed order, additional attachments are not permitted. Once you add your attachments, click the [NEXT] button.

STEP 19 The **Order Submission Transaction** screen displays:

STEP 20 Your application and order will be reviewed by chambers. You will receive a secondary e-mail with our training webinar and further instructions pertaining to your training login and assignment. If you have applied for a waiver in lieu of the training, it should have been indicated in your PACER request that you file have filed with other courts. You will be required to submit six notices of electronic filing by email.

For a complete description of our Pro Hac Vice Process, please reference:

<http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-santa-rosa-san-francisco/application-pro-hac-vice-effective>

[Application for Administrative Expenses](#)

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

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

- Select **Administrative Expenses**
- Click **Next**.
- Click **Next**.
- **Select** the Party.
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application for Administrative Expenses**
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

[Application to Appoint Creditor's Committee](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Appoint Creditor's Committee**
- Click **Next**.
- **Select** the Party.
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Appoint Creditor's Committee**
- Click **Next**.
- Edit the docket text if necessary.

- **Review final docket text.**

- Click **Next.**

[Application for Compensation](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next.**
- Select **Compensation**
- Click **Next.**
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next.**

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.

- Click **Next.**
- Click **Next.**

- Associate the pdf file of the **Application for Compensation**.

- Click **Next**.

- Click **Next**.

The **Fee Processing screen** will present each party selected on the **Select the Party** screen.

A party and/or a Filer check box may appear for each party.

Check the filer box for the filer of the application.

If the party is not currently a party to the case, the Party check box appears below the Professional Type list. If you check this Party box, the name will appear on the Party pick list for this case in future processing.

- **Select** the professional type from the pick list.
- **Enter** a date or date range for services performed, if appropriate.
- **Enter the amount (s)** in the **Fee and Expense** fields in dollars and cents. Do not enter \$.
- Click **Next**.
- Edit the docket text if necessary.
- **Review final docket text.**
- Click **Next**.

[Application for Entry of Final Decree](#)

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

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

- Select **Final Decree**
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application for Entry of Final Decree**
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

[Application for Order Waiving Requirement for Business Evaluation](#)

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

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- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Waive Requirement**
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application for Order Waiving Requirement for Business Evaluation**
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***

- Click **Next**.

[Application to Compromise Controversy](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Compromise Controversy**
- Click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Compromise Controversy**

- Click **Next**.
- **Enter** with whom:
- Click **Next**.
- Edit the docket text if necessary.
- **Review final docket text.**
- Click **Next**.

[Application for Renewal of Judgment](#)

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

- Click **Motions** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Renewal of Judgment**.
- Click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)
- Click **Next**.

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.

- Click **Next**.

- Click **Next**.

Please associate the Notice of Renewal as attachment and insert **Notice of Renewal to be issued by clerk** within the description box

Associate the pdf file of the **Application for Renewal of Judgment**

- Place a check mark in the box " **Refer to Existing Event**"
- Click **Next**.
- Select the category to which your event relates.
- Click **Next**.
- 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**.

[Application to Defer Fee](#)

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

- Click **Motions/Applications** hyperlink.

- Enter **Case Number**
- Click **Next**.
- Select **Defer Fee**.
- Click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Defer Fee**.
- Click **Next**.
- Place a check mark in the box " **Refer to Existing Event**"
- Select the appropriate event (s) to which your event relates"
- Place a check mark in the box next to the document that it relates to.

- Click **Next**.
- Edit the docket text if necessary.
- **Review final docket text.**

- Click **Next**.

[Application to Designate Responsible Individual](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Designate Responsible Individual**
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

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.

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- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Designate Responsible Individual**
- Click **Next**.
- **Enter** Name of Person to Designate
- Click **Next**.
- Edit the docket text if necessary.
- **Review final docket text.**
- Click **Next**.

[Application to Employ](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Employ**.
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Employ**.
- Click **Next**.
- **Enter** Name of Person to be Employed.
- **Enter** Type of Position.
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

[Application to Pay Filing Fees in Installments](#)

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

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

- Select **Pay Filing Fee in Installments**
- Click **Next**.
- Click **Next**.
- Select the **Party**. If not listed, click [Add/Create New Party](#)
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Pay Filing Fee in Installment**
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

[Application to Have Filing Fee Waived](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Have Chapter 7 Filing Fee Waived**
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

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 **Application to Have Chapter 7 Filing Fee Waived**.
- Click **Next**.
- Edit the docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

[Application to Waive Requirement](#)

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

- Click **Motions/Applications** hyperlink.
- Enter **Case Number**
- Click **Next**.
- Select **Waive Requirement**
- Click **Next**.
- Select the **Party**. If not listed, click **Add/Create New Party**
- Click **Next**.

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.

- Click **Next**.
- Click **Next**.
- Associate the pdf file of the **Application to Waive Requirement**
- Click **Next**.

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- Edit the docket text if necessary.

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

- Click **Next**.

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