

MIDDLE DISTRICT OF TENNESSEE
701 Broadway, Room 170, Nashville, Tennessee 37203

CM/ECF STEP-BY-STEP INSTRUCTION

DOCKETING A MOTION TO EXTEND TIME OF AUTOMATIC STAY BEYOND 30 DAYS (Administrative Order 19-3)

17 APRIL 2019



MIDDLE DISTRICT OF TENNESSEE



Objectives

When you complete review of these instructions, you should be able to:

- ☐ PART 1: LOGGING IN TO CM/ECF
- ☐ PART 2: DOCKETING A MOTION TO EXTEND TIME OF AUTOMATIC STAY BEYOND 30 DAYS (Admin Ord 19-3)



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LOGGING IN TO CM/ECF





MIDDLE DISTRICT OF TENNESSEE



STEP 1



www.tnmb.uscourts.gov



MIDDLE DISTRICT OF TENNESSEE



STEP 2

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://www.pacer.gov.

Instructions for filing: Enter your CM/ECF filer login and pas	Enter Login	ectron	Enter Password	g with the court.
Authentication	IMPORT	NOTICE	OF REDACT	TION RESPONSIBILITY: All filers must redact:
Login: Password: Client code:	Social Security of and financial accomplies to all doc	r taxpayer ount numb uments, in	identification ners, in compliant cluding attachn	numbers; dates of birth; names of minor children; nce with Fed. R. Bankr. P. 9037. This requirement
Login Clear Click Login Notice			to comply with re	edaction rules

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, <u>click here</u> or contact the PACER Service Center at (800) 676-6856.



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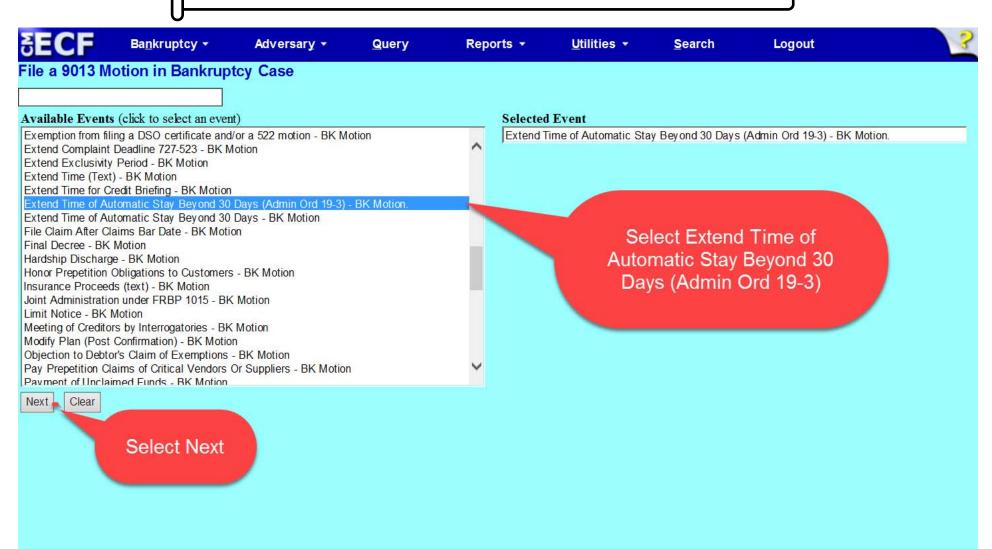


SECF	Ba <u>n</u> kruptcy	Adversary *	Query	Reports *	<u>U</u> tilities ▼	<u>S</u> earch	Logout	3
Bankruptcy Ev	ents Mis	Select Bankrupt	су	P _{oo}	ffirmations	Duo anduuna (D	ight Click - Open in New '	Windows
Appeals Appeal	Pla	an; C. Theds/Statements/Amend	led Mailing List		eaffirmations Menu	Expedited Ma	atters	w maow)
Case Opening E	vents			Pra	ctitioners Handbook			
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Open Related B	September 1997 September 1997	BR 2081 First Day Moti	23/19/02					
Open Involuntar		3R 9013 Motions with N	Totice	Select LB	D 0013			
Judge/Trustee A		R 9013 Notices Only						
Upload list of cr	reditors file Of	ther Motions/Application	<u>is</u>	Motions	with			
Claims	Res	ponses		_				
Claim Actions	<u>LE</u>	3R 9013 Response						
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File Claims		bjection to Homestead E	Exemption					
Speed-Claim	Pla	an Objections						
Convert / Split /	Deconsolidate							
Convert								
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Miscellaneous								
Blue TAG								
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Other / Notices								



MIDDLE DISTRICT OF TENNESSEE

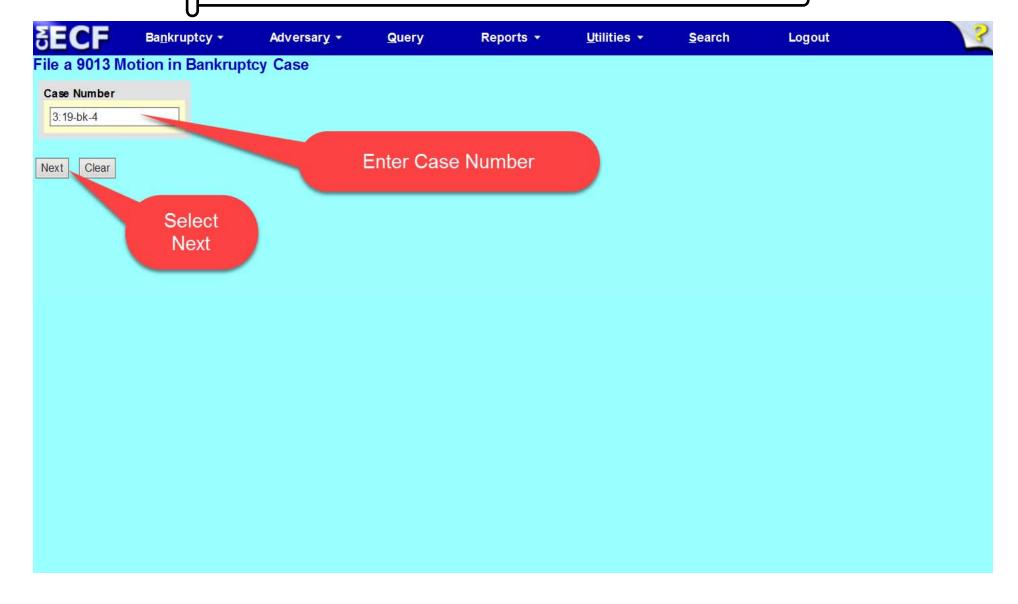






MIDDLE DISTRICT OF TENNESSEE







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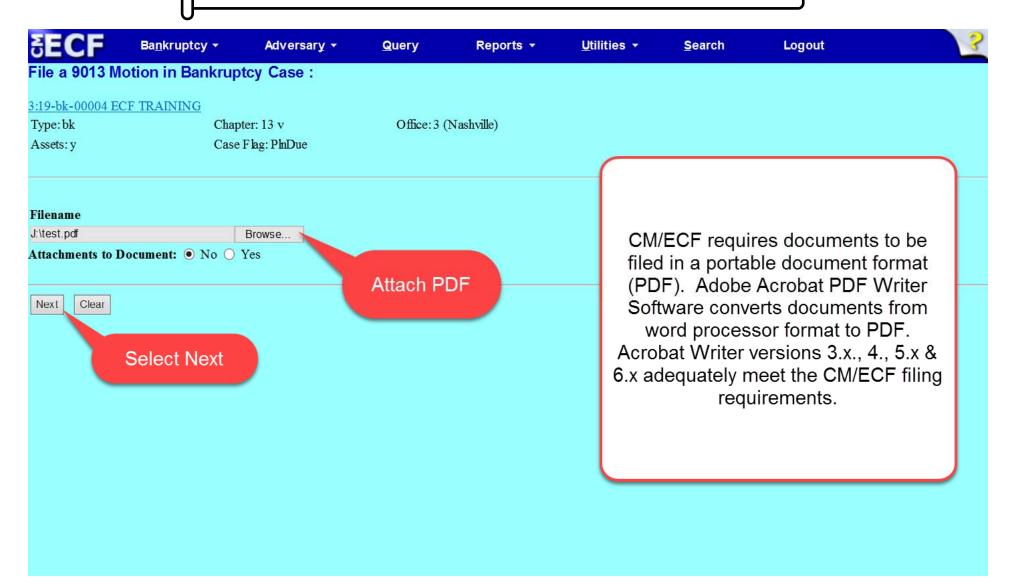






MIDDLE DISTRICT OF TENNESSEE







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STEP 6



-For the purposes of this instruction, the motion will not be expedited.

If the motion being filed is expedited, then Select "Yes". Your next ECF screen will be the ECF screen asking if the motion needs to reference an existing event(s). Your answer will be "No" if expedited relief is combined. You will not select a hearing when you answer "Yes" to this question.



MIDDLE DISTRICT OF TENNESSEE



STEP 7

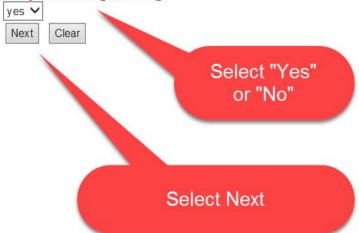


File a 9013 Motion in Bankruptcy Case:

3:19-bk-00219 STACEY YOLANDA RICE

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Judge: CMW Case Flag: Repeat-TNMB

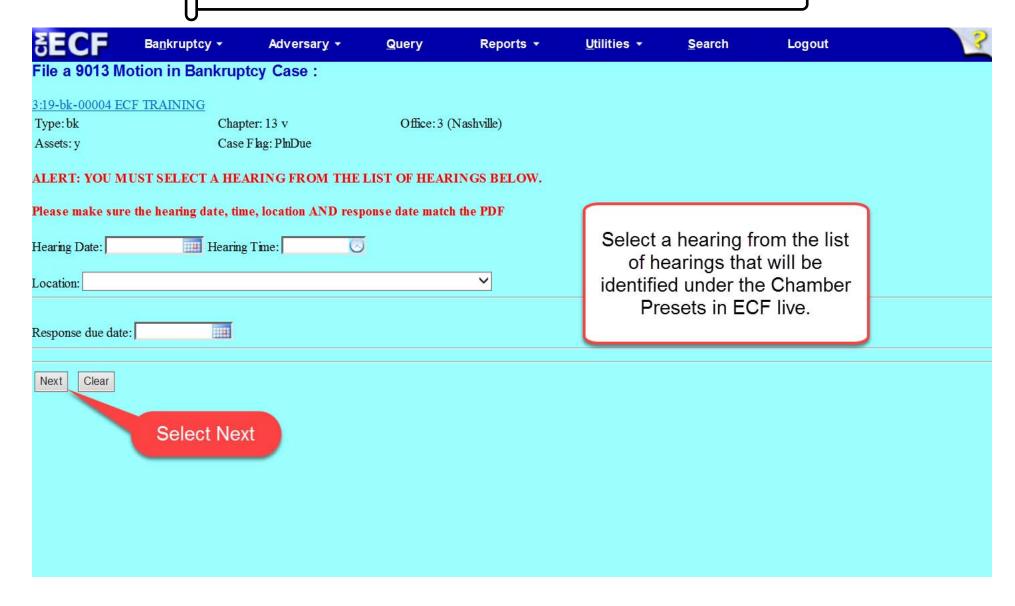
Will you be setting a hearing?





MIDDLE DISTRICT OF TENNESSEE



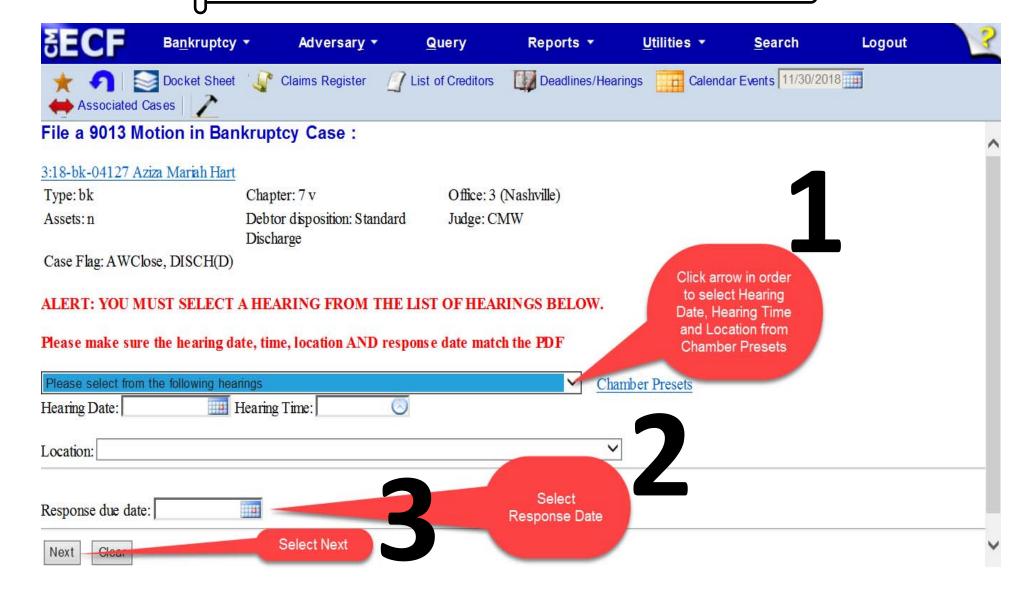




MIDDLE DISTRICT OF TENNESSEE



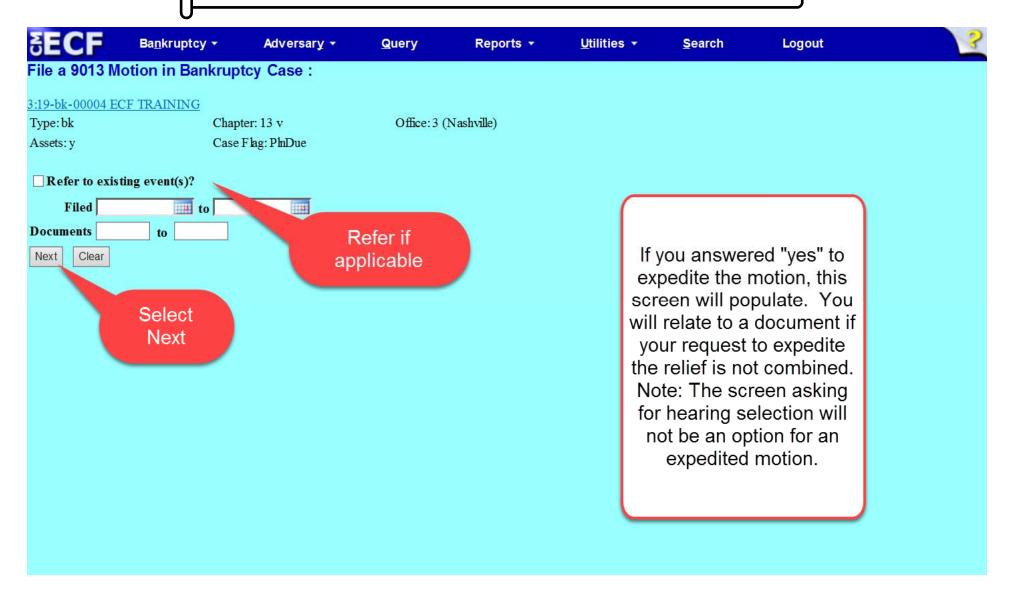
EXAMPLE





MIDDLE DISTRICT OF TENNESSEE

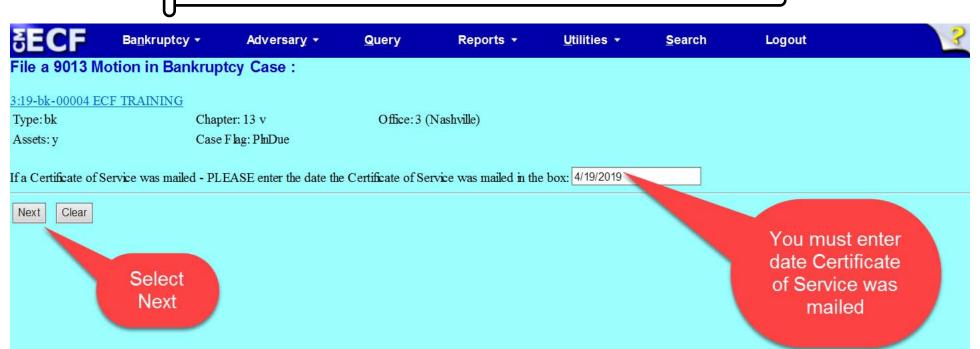






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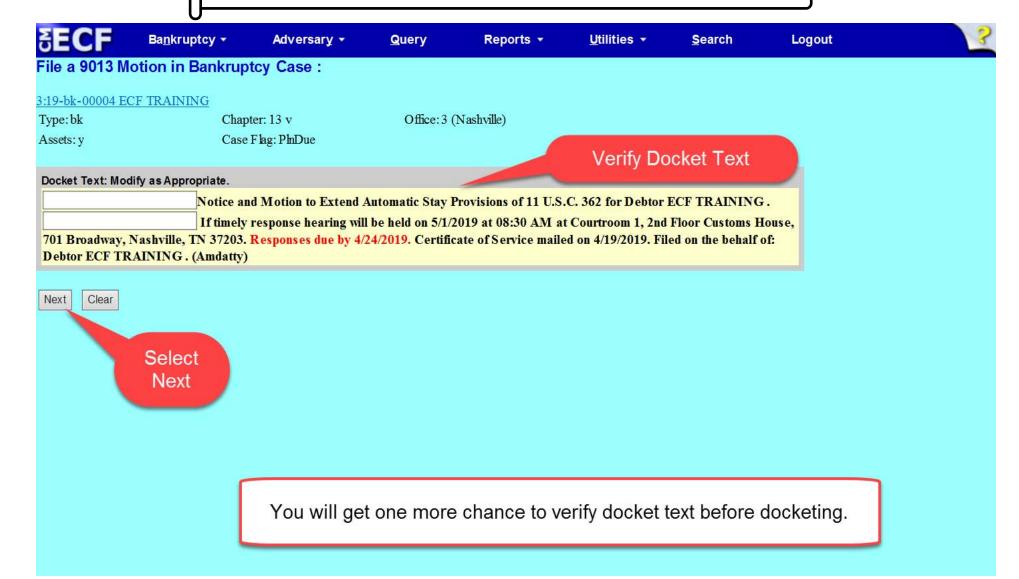






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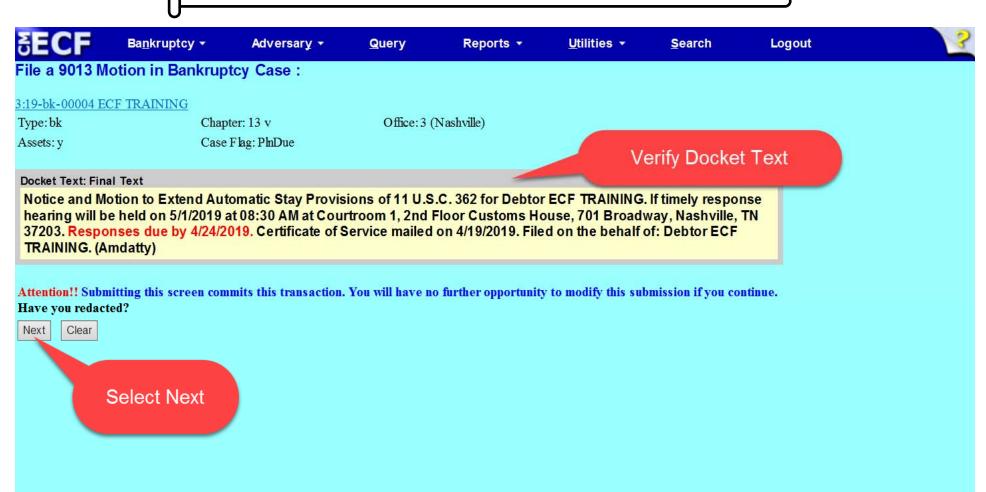






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BEST PRACTICES

- Please refer to Administrative Order 19-3 (AO 19-3), Motions to Extend the Automatic Stay in Chapter 13 Cases, before executing the ECF event.
- If you are requesting expedited relief, outside the time frames set forth in AO 19-3, refer to the local rules for such relief as well as the Practitioners' Handbook, which references such relief.
- Please ensure the time frames expressed in AO 19-3 are adhered to when submitting the ECF event.
- This process is only for Chapter 13 cases filed on or after May 1, 2019.



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Any questions regarding the use and filing of this ECF event can be directed to the Intake Department at 615-736-5584.

The Clerk encourages all ECF Filers and Users to practice filing ECF events by signing up and using the ECF Training System. To sign-up for ECF Train, please contact the Intake Department.

The Intake Department will provide information on how to locate an ECF event and execute the ECF event properly. The Clerk staff is unable to provide any legal advice, which includes, providing information as to what type of document should be filed in a given scenario.

ECF Filers and Users are highly encouraged to become familiar with the Local Bankruptcy Rules, ECF Procedures and EESA Procedures before executing any transaction in ECF.