



# U.S. BANKRUPTCY COURT

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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



**U.S. BANKRUPTCY COURT**  
**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





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

Text Size: - A +

UNITED STATES BANKRUPTCY COURT  
Middle District of Tennessee  
Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Search this site  GO

Home Understanding Bankruptcy Court Information Trustees & Creditors Forms Local Rules CM/ECF Information For Attorneys

**Go to CM/ECF**

[CM/ECF / PACER »](#)  
[PACER Case Locator »](#)  
[PACER Service Center »](#)  
[File an Electronic Claim »](#)

### Welcome

This website is an integral part of our service to the public, the bar, bench, court and government agencies. Let us know what works and what doesn't and how we can improve our service.

Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.



### Court Locations

**Nashville**  
United States Bankruptcy Court  
Middle District of Tennessee  
701 Broadway, Room 170  
Nashville, TN 37203

**Columbia**  
(unstaffed office)  
Federal Building and Courthouse

Docket Calendar

9013 Availability Calendar

Local Rules

### News & Announcements

Thu, 09/28/2017

**Judicial Conference: Current Conference Planning**

The 2018 Sixth Circuit Judicial Conference, an open conference for judges and bar members, will be held May 16-18, 2018 in Nashville, Tennessee at the Nashville Music

[www.tnmb.uscourts.gov](http://www.tnmb.uscourts.gov)



# U.S. BANKRUPTCY COURT 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 password to log in electronically with the court.

#### Authentication

Login:

Password:

Client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Clear

Click Login

Check box to comply with redaction rules

**Notice**  
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, [click here](#) or contact the PACER Service Center at (800) 676-6856.



# U.S. BANKRUPTCY COURT

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MIDDLE DISTRICT OF TENNESSEE  
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

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



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

**Bankruptcy Events**

- Appeals**
  - [Appeal](#)
- Case Opening Events**
  - [Open BK Case](#)
  - [Open Related BK Case](#)
  - [Open Involuntary Case](#)
  - [Judge/Trustee Assignment](#)
  - [Upload list of creditors file](#)
- Claims**
  - [Claim Actions](#)
  - [Creditor Maintenance...](#)
  - [File Claims](#)
  - [Speed-Claim](#)
- Convert / Split / Deconsolidate**
  - [Convert](#)
  - [Reconvert](#)
  - [Split](#)
- Miscellaneous**
  - [Blue TAG](#)
  - [Non-Public Filings](#)
  - [Original Creditor Mailing List](#)
  - [Other / Notices](#)

**Miscellaneous**

- [Plan; C...](#)
- [Scheds/Statements/Amended Mailing List](#)

**Motions**

- [LBR 2081 First Day Motions](#)
- [LBR 9013 Motions with Notice](#)
- [LBR 9013 Notices Only](#)
- [Other Motions/Applications](#)

**Responses**

- [LBR 9013 Response](#)
- [Objection/Response..\(DO NOT USE FOR 9013 Motions\)](#)
- [Objection to Homestead Exemption](#)
- [Plan Objections](#)

**Reaffirmations**

- [Reaffirmations Menu](#)

**Practitioners Handbook**

- [Practitioners Handbook](#)

**Procedures (Right Click - Open in New Window)**

- [Expedited Matters](#)
- [Reaffirmations](#)

**Select Bankruptcy**

**Select LBR 9013 Motions with**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

### File a 9013 Motion in Bankruptcy Case

**Available Events** (click to select an event)

- Exemption from filing a DSO certificate and/or a 522 motion - BK Motion
- Extend Complaint Deadline 727-523 - BK Motion
- Extend Exclusivity Period - BK Motion
- Extend Time (Text) - BK Motion
- Extend Time for Credit Briefing - BK Motion
- Extend Time of Automatic Stay Beyond 30 Days (Admin Ord 19-3) - BK Motion.**
- Extend Time of Automatic Stay Beyond 30 Days - BK Motion
- File Claim After Claims Bar Date - BK Motion
- Final Decree - BK Motion
- Hardship Discharge - BK Motion
- Honor Prepetition Obligations to Customers - BK Motion
- Insurance Proceeds (text) - BK Motion
- Joint Administration under FRBP 1015 - BK Motion
- Limit Notice - BK Motion
- Meeting of Creditors by Interrogatories - BK Motion
- Modify Plan (Post Confirmation) - BK Motion
- Objection to Debtor's Claim of Exemptions - BK Motion
- Pay Prepetition Claims of Critical Vendors Or Suppliers - BK Motion
- Payment of Unclaimed Funds - BK Motion

**Selected Event**

Extend Time of Automatic Stay Beyond 30 Days (Admin Ord 19-3) - BK Motion.

**Next** **Clear**

Select Next

Select Extend Time of Automatic Stay Beyond 30 Days (Admin Ord 19-3)





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 3

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

File a 9013 Motion in Bankruptcy Case

Case Number  
3:19-bk-4

Next Clear

Enter Case Number

Select Next

The screenshot shows the MECF (Middle District of Tennessee Electronic Case Filing) interface. At the top is a dark blue navigation bar with the MECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a light blue header area with the text "File a 9013 Motion in Bankruptcy Case". The main content area is white and contains a "Case Number" input field with the text "3:19-bk-4" entered. Below the input field are two buttons: "Next" and "Clear". Two red callout boxes are overlaid on the page: one pointing to the "Next" button with the text "Select Next", and another pointing to the input field with the text "Enter Case Number".



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 4

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

### File a 9013 Motion in Bankruptcy Case

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PlnDue

**Select the Party:**

[Add/Create New Party](#)

**Select Party**

**Select Next**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 5

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

File a 9013 Motion in Bankruptcy Case :

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PlnDue

**Filename**  
J:\test.pdf Browse...

**Attachments to Document:**  No  Yes

Next Clear

**Attach PDF**

**Select Next**

CM/ECF requires documents to be filed in a portable document format (PDF). Adobe Acrobat PDF Writer Software converts documents from word processor format to PDF. Acrobat Writer versions 3.x., 4., 5.x & 6.x adequately meet the CM/ECF filing requirements.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 6



File a 9013 Motion in Bankruptcy Case :

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PhnDue

Is this an Expedited Motion?

no

Next Clear

Select "Yes" or "No"

Select Next

**-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.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 7

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

★ ↶ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📄 Calendar Events 4/17/2019 📅 ↔ Associated Cases 🔧

### 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?**

yes ▾

Next

Clear

Select "Yes"  
or "No"

Select Next



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 8**

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

**File a 9013 Motion in Bankruptcy Case :**

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PhDue

**ALERT: YOU MUST SELECT A HEARING FROM THE LIST OF HEARINGS BELOW.**

**Please make sure the hearing date, time, location AND response date match the PDF**

Hearing Date:   Hearing Time:

Location:

Response due date:

**Select Next**

Select a hearing from the list of hearings that will be identified under the Chamber Presets in ECF live.



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**EXAMPLE**

**File a 9013 Motion in Bankruptcy Case :**

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)  
Assets: n Debtor disposition: Standard Judge: CMW  
Discharge  
Case Flag: AWCclose, DISCH(D)

**1**

**ALERT: YOU MUST SELECT A HEARING FROM THE LIST OF HEARINGS BELOW.**

**Please make sure the hearing date, time, location AND response date match the PDF**

Click arrow in order to select Hearing Date, Hearing Time and Location from Chamber Presets

Please select from the following hearings  Chamber Presets

Hearing Date:  Hearing Time:

Location:

**2**

Response due date:

Select Response Date

Next Clear

Select Next

**3**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 9

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

File a 9013 Motion in Bankruptcy Case :

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PhnDue

Refer to existing event(s)?

Filed  to

Documents  to

**Refer if applicable**

**Select Next**

If you answered "yes" to expedite the motion, this screen will populate. You will relate to a document if your request to expedite the relief is not combined. Note: The screen asking for hearing selection will not be an option for an expedited motion.





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 10

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

File a 9013 Motion in Bankruptcy Case :

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PhDue

If a Certificate of Service was mailed - PLEASE enter the date the Certificate of Service was mailed in the box:

Select Next

You must enter date Certificate of Service was mailed



**U.S. BANKRUPTCY COURT**  
**MIDDLE DISTRICT OF TENNESSEE**



**STEP 11**

**File a 9013 Motion in Bankruptcy Case :**

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PhnDue

Verify Docket Text

Docket Text: Modify as Appropriate.

Notice and Motion to Extend Automatic Stay Provisions of 11 U.S.C. 362 for Debtor ECF TRAINING .  
 If timely response hearing will be held on 5/1/2019 at 08:30 AM at Courtroom 1, 2nd Floor Customs House, 701 Broadway, Nashville, TN 37203. **Responses due by 4/24/2019.** Certificate of Service mailed on 4/19/2019. Filed on the behalf of: Debtor ECF TRAINING . (Amdatty)

Next Clear

Select Next

You will get one more chance to verify docket text before docketing.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 12

### File a 9013 Motion in Bankruptcy Case :

[3:19-bk-00004 ECF TRAINING](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)  
Assets: y Case Flag: PlnDue

Verify Docket Text

Docket Text: Final Text

Notice and Motion to Extend Automatic Stay Provisions of 11 U.S.C. 362 for Debtor ECF TRAINING. If timely response hearing will be held on 5/1/2019 at 08:30 AM at Courtroom 1, 2nd Floor Customs House, 701 Broadway, Nashville, TN 37203. **Responses due by 4/24/2019.** Certificate of Service mailed on 4/19/2019. Filed on the behalf of: Debtor ECF TRAINING. (Amdatty)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?

Select Next



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MIDDLE DISTRICT OF TENNESSEE  
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

## 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.



# U.S. BANKRUPTCY COURT

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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.