

Motion to Abandon (for Trustees)

This is the procedure to docket a Motion to Abandon.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

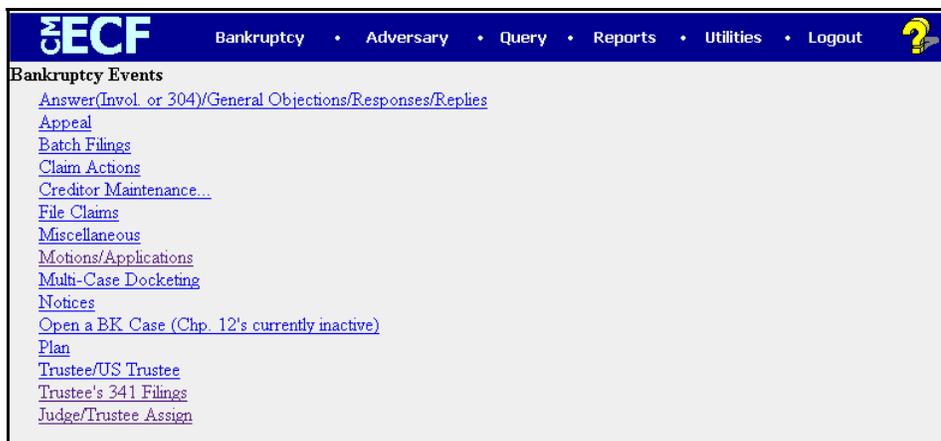


Figure 2

- Click the Motions/Applications hypertext link.

STEP 3 The **CASE NUMBER** screen will then display. (See Figure 3.)

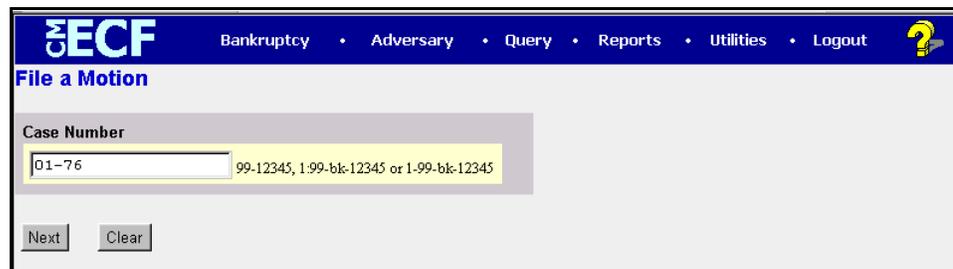
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion". The main content area has a light gray background. Under the heading "Case Number", there is a text input field containing "01-76". To the right of the input field, there is a gray box containing the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

Figure 3

— Enter the case number, including the hyphen and click **[Next.]**.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

STEP 4 The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

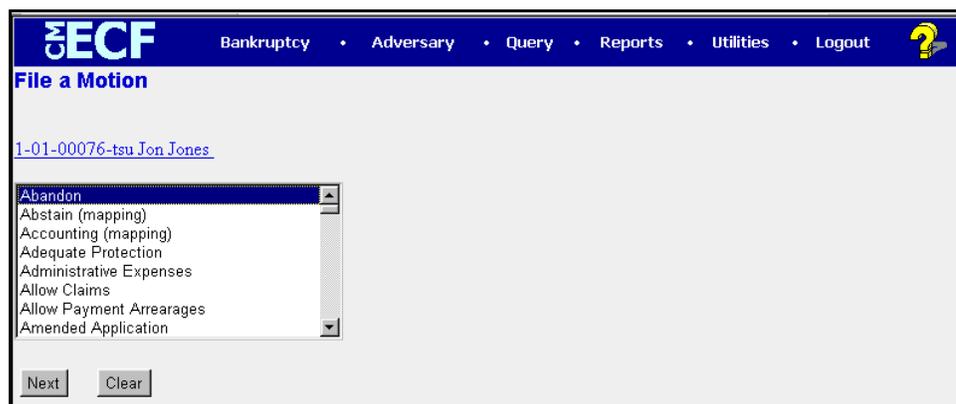
The screenshot shows the ECF interface with the "File a Motion" page. The case number "1-01-00076-tsu Jon Jones" is displayed. A dropdown menu is open, showing a list of document types: Abandon, Abstain (mapping), Accounting (mapping), Adequate Protection, Administrative Expenses, Allow Claims, Allow Payment Arrearages, and Amended Application. The "Abandon" option is currently selected. Below the dropdown menu, there are "Next" and "Clear" buttons.

Figure 4

- Click to highlight Abandon.
- Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display. (See Figure 5.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[1-01-00076-tsu Jon Jones](#)

Joint filing with other attorney(s).

Next Clear

Figure 5

- This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this motion, skip this screen.
- If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "1-01-00076-tsu Jon Jones". The main content area is titled "Select the Party:" and contains a dropdown menu. The dropdown menu is currently open, showing three options: "GMAC [cr:cr]", "Herrell, Peter F. (tr:tr)", and "Jones, Jon [pty:db]". To the right of the dropdown menu is a link that says "Add/Create New Party". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 6

- Locate and select the trustee in the **Party Selection** window.
- Click **[Next]** to continue.

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. (See Figure 7.)

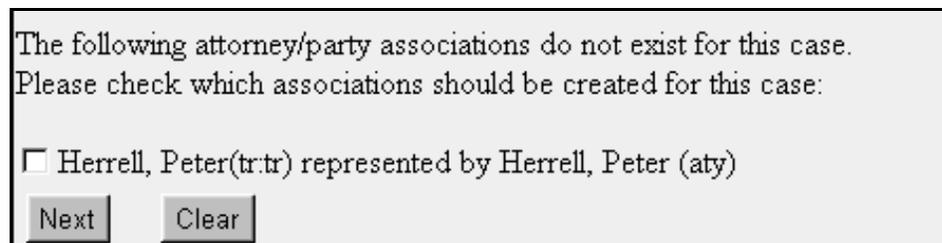
The screenshot shows a screen titled "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below the text, there is a single check box with the label "Herrell, Peter(tr:tr) represented by Herrell, Peter (aty)". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 7

- This screen presents a check box to link the filer to the attorney. As a trustee, if you are filing this motion in the capacity of *attorney for the trustee*, check this box. Otherwise, leave it blank.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8a.)

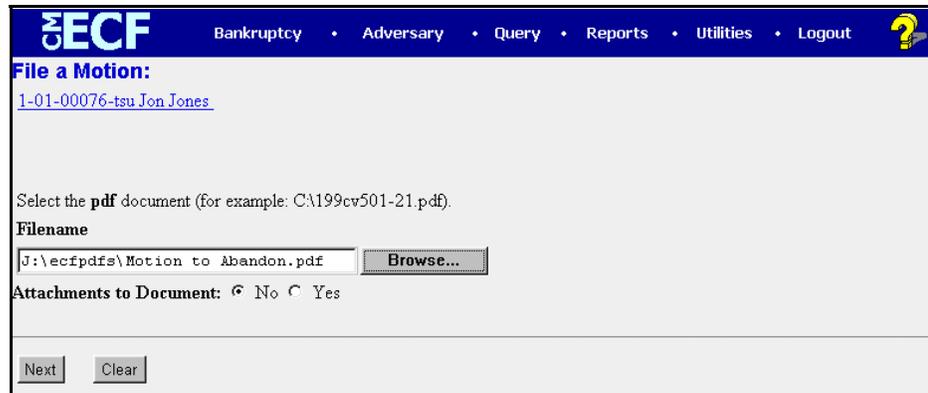


Figure 8a

- Click [**Browse**], then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 8b.)

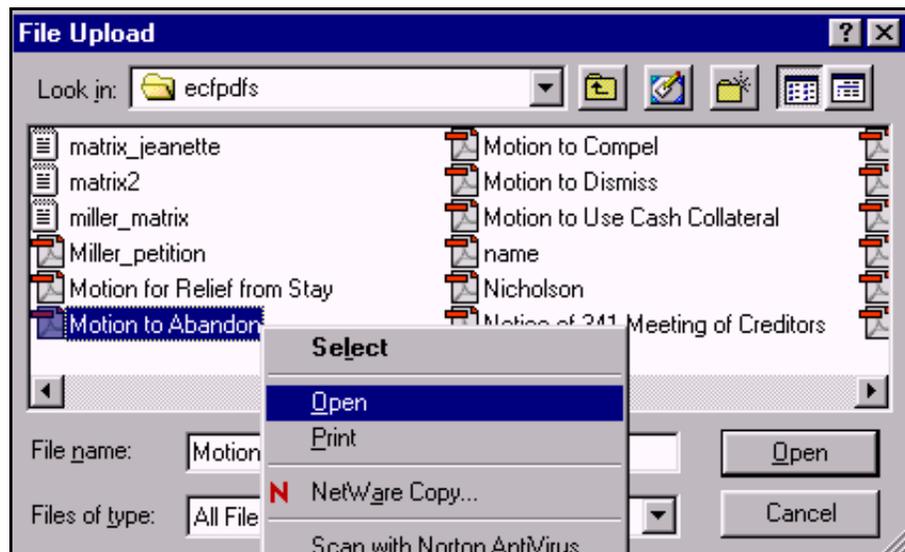


Figure 8b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 8c.)

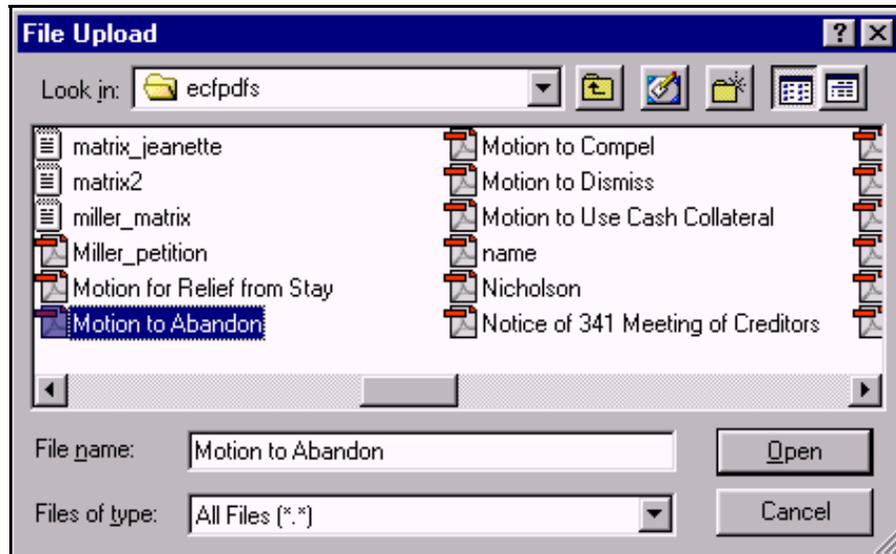


Figure 8c

- Click **[Next]** to continue.

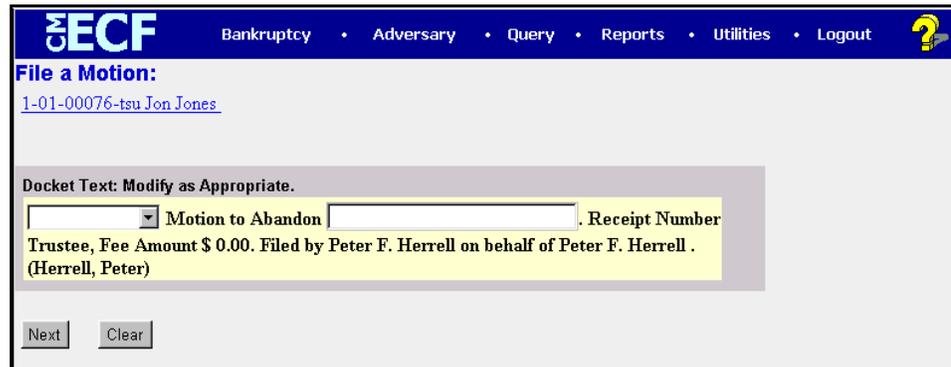
STEP 9 The **FEE** screen appears. (See Figure 9.)



Figure 9

- Insert “Trustee” for the Receipt # and “0.00” for the Fee.
- Click **[Next]** to continue.

- STEP 10** The **MODIFY DOCKET TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text. (See Figure 10.)

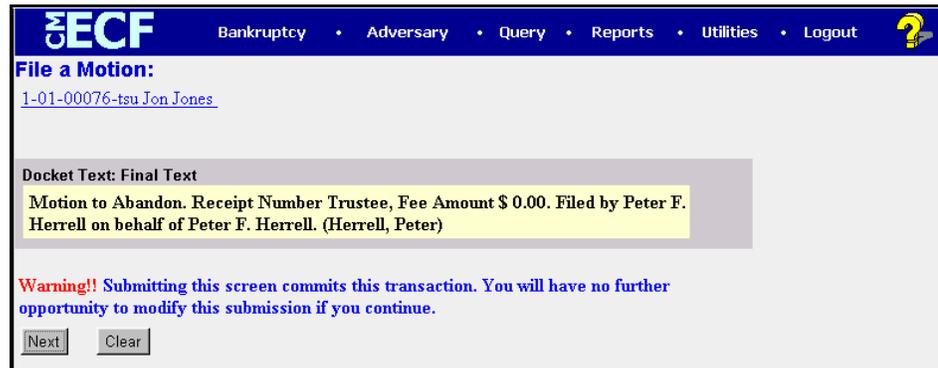


The screenshot shows the ECF interface for filing a motion. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main heading is "File a Motion:" followed by a link "1-01-00076-tsu Jon Jones". The "Docket Text: Modify as Appropriate." section contains a dropdown menu with a down arrow, the text "Motion to Abandon", a text input field for "Receipt Number", and the text "Trustee, Fee Amount \$ 0.00. Filed by Peter F. Herrell on behalf of Peter F. Herrell . (Herrell, Peter)". At the bottom of this section are "Next" and "Clear" buttons.

Figure 10

- Click the down arrow – to display the prefix options. If appropriate, select a descriptive prefix.
- If necessary, add detail to the final text.
- Click **[Next]** to continue.

- STEP 11** The **FINAL APPROVAL** screen will appear. (See Figure 11.)



The screenshot shows the ECF interface for the final approval of a motion. The header is identical to Figure 10. The main heading is "File a Motion:" followed by a link "1-01-00076-tsu Jon Jones". The "Docket Text: Final Text" section contains the text "Motion to Abandon. Receipt Number Trustee, Fee Amount \$ 0.00. Filed by Peter F. Herrell on behalf of Peter F. Herrell. (Herrell, Peter)". Below this is a warning message: "Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the section are "Next" and "Clear" buttons.

Figure 11

- Carefully verify the final docket text. Read the warning message and proceed.
- If correct, click **[Next]**.

- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event.
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 12.)



Figure 12

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the document just filed. Clicking on the document number here will allow you to view the filed document once without charge.
- Scroll down to see participants who have or have not registered for electronic noticing on this case.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

STEP 13 Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. (See Figure 13.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

PACER Login

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

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Figure 13

*****NOTE TO PUBLIC ACCESS USERS*****

You may view filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.