

Motion to Extend Time to File Schedules, Statements and/or Plan

This procedure explains how to docket a Motion to Extend Time to File Schedules, Statements and/or Plan using the electronic case filing system (CM/ECF).

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (see Figure 1)



Figure 1

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

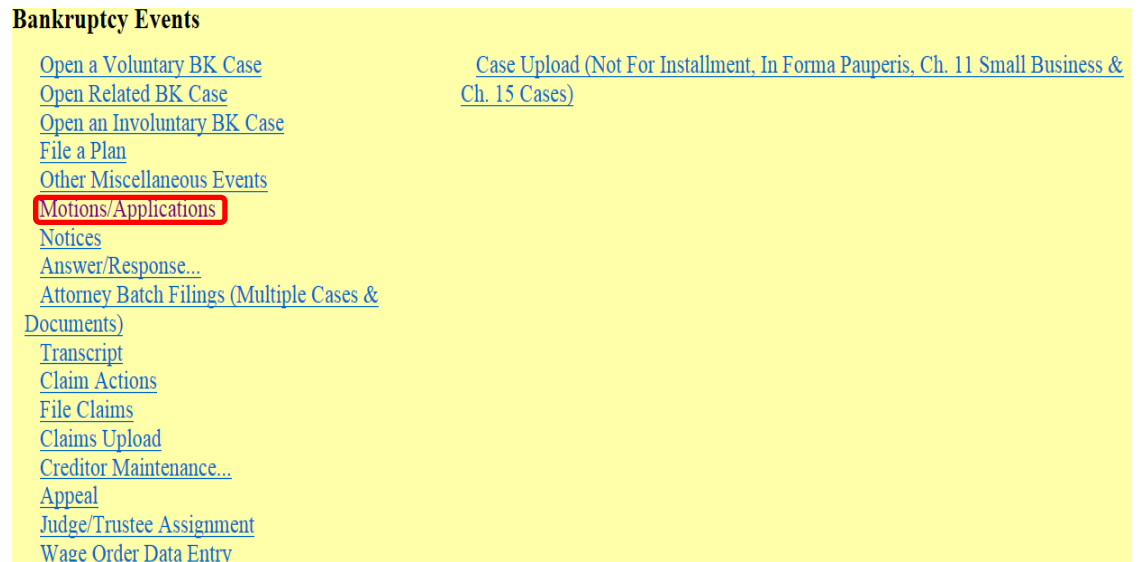


Figure 2

❖ Click on the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (see *Figure 3*)

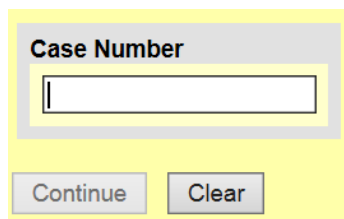


Figure 3

❖ Enter the case number, including the hyphen. YY-NNNNN

- ❖ Click [**Continue**].
- ❖ The **CASE INFORMATION** screen displays. Click [**Continue**].

STEP 4 The **APPLICATION FOR COMPENSATION** screen appears.
(see Figure 4)

Are you filing an Application for Compensation?

NOTE: If you are filing a Motion to Authorize Additional Attorneys Fees above those authorized by L.R. 2093(C) in a Chapter 7 case, please answer NO to this question.

Figure 4

- ❖ Since you are not filing an Application for Compensation **choose “no.”**
- ❖ Click [**Continue**]

STEP 5 The **DOCUMENT SELECTION** screen displays. (see Figure 5)

extend time x Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Extend Time	Extend Time to File Schedules, Statements and/or Plan
Extend Time to Appeal Under Rule 8002(d)	
Extend Time to File Schedules, Statements and/or Plan	

Figure 5

- ❖ Scroll to display the relief to Extend Time to Files Schedules, Statements and/or Plan event.

NOTE: Typing the letter “e” will display the first event starting with that letter.

- ❖ Click to highlight the event.
- ❖ Click [**Continue**].

STEP 6 The **HEARING INFORMATION** screen appears. (see Figure 6)

Complete hearing information only if motion is submitted as combined motion and notice - otherwise, click continue.

Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Courtroom Deputy of Judge Surratt-States.

No previous calendar event was found - Please enter a new one below

Hearing Date: Hearing Time:

Location:

Figure 6

- ❖ Insert hearing information only if the motion is submitted as combined motion and notice.
- ❖ Click [**Continue**].

STEP 7 The **JOINT FILING** screen displays. (see Figure 7)

Joint filing with other attorney(s).

Figure 7

- ❖ This screen is only used if another attorney is joining in a filing. No action is necessary.
- ❖ Click [**Continue**]

STEP 8 The **SELECT THE PARTY** screen displays. (see figure 8)

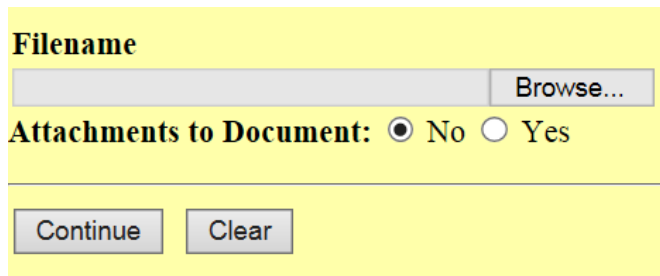
Select the Party:

Labarge, John V. Jr. [Trustee] [Add/Create New Party](#)
Office of U.S. Trustee, [U.S. Trustee]
Roundtree, Bernadette W. [Debtor]

Figure 8

- ❖ Click to highlight the party filer name.
- ❖ Click [**Continue**].

STEP 9 The **PDF DOCUMENT SELECTION** screen displays.
(see Figures 9a and 9b)



Filename

Attachments to Document: No Yes

Figure 9a

- ❖ Click [**Browse**], then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ❖ To make certain you are about to associate the correct PDF file for this entry, right click on the document name and select Open

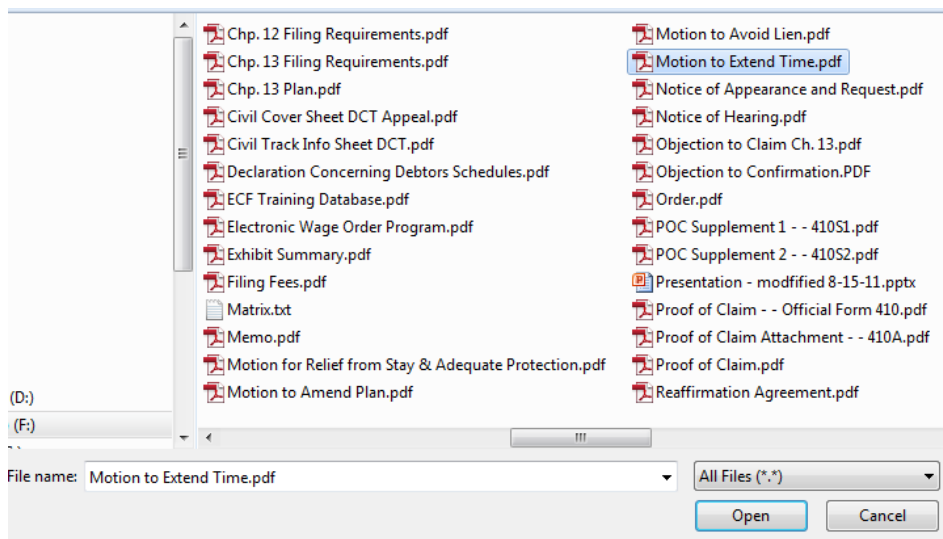
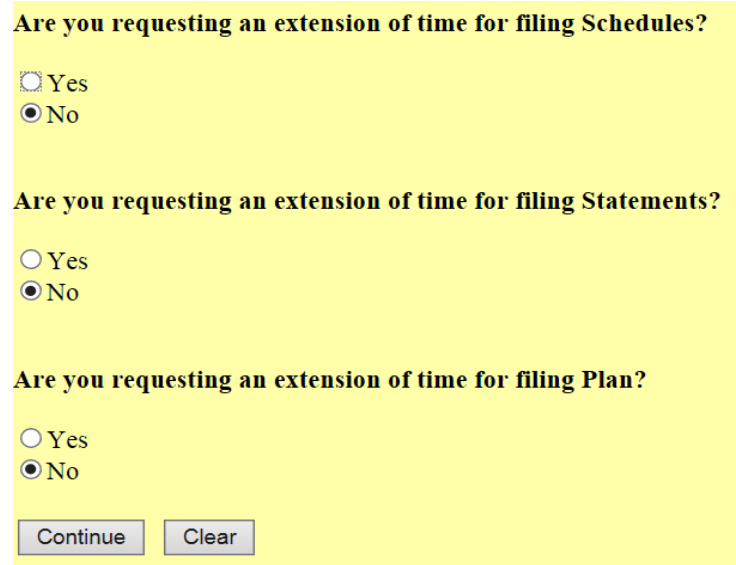


Figure 9b

- ❖ This will launch the Adobe Acrobat Reader to display the contents of the 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.

STEP 10 The **MOTION INSTRUCTION** screen displays. (See Figure 10a and 10b)



Are you requesting an extension of time for filing Schedules?

Yes
 No

Are you requesting an extension of time for filing Statements?

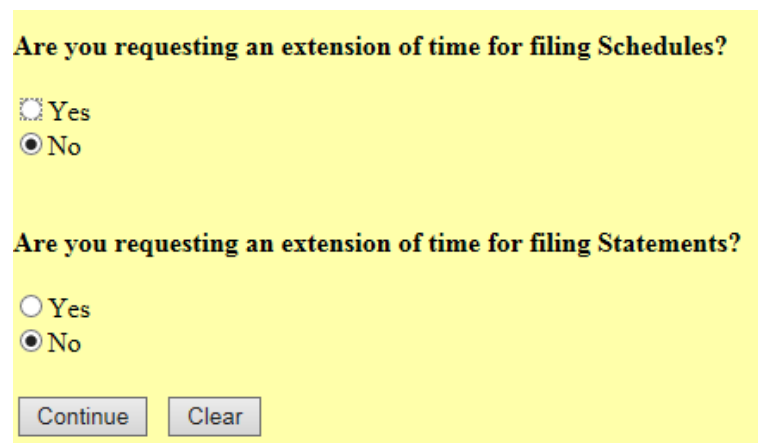
Yes
 No

Are you requesting an extension of time for filing Plan?

Yes
 No

Figure 10a

NOTE: In a Chapter 13, 12 or 11 case you have the option to request an extension of time to file Schedules, Statements and/or Plan.



Are you requesting an extension of time for filing Schedules?

Yes
 No

Are you requesting an extension of time for filing Statements?

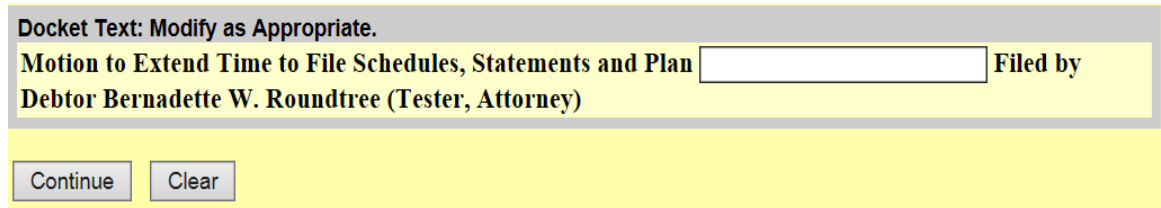
Yes
 No

Figure 10b

NOTE: In a Chapter 7 case you have the option to request an extension of time to file Schedules and/or Statements.

- ❖ Click the appropriate Radio Button to answer the question. The answers to the questions should match the requests in the pleading you are filing.
- ❖ Click [**Continue**]

STEP 11 The **MODIFY DOCKET TEXT** screen appears. (See Figure 11)



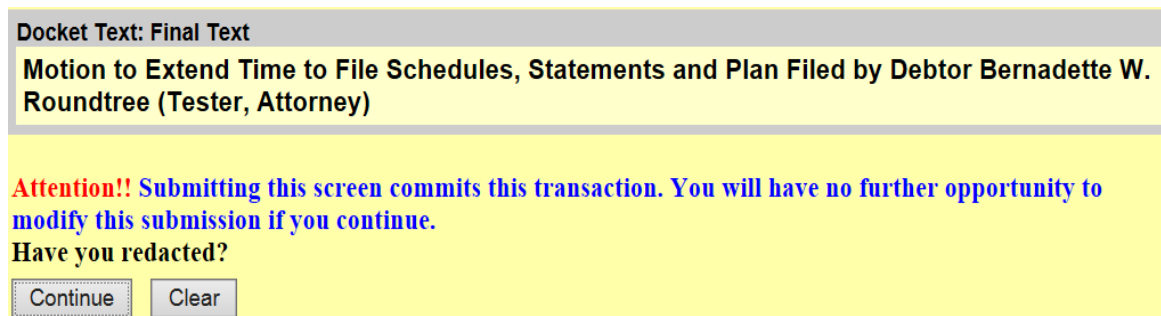
Docket Text: Modify as Appropriate.
Motion to Extend Time to File Schedules, Statements and Plan Filed by
Debtor Bernadette W. Roundtree (Tester, Attorney)

Continue Clear

Figure 11

- ❖ In the text box, additional text for the Motion to Extend Time to File Schedules, Statements and/or Plan may be added according to the Court's procedures.
- ❖ Click [**Continue**].

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12)



Docket Text: Final Text
Motion to Extend Time to File Schedules, Statements and Plan Filed by Debtor Bernadette W.
Roundtree (Tester, Attorney)

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

Have you redacted?

Continue Clear

Figure 12

- ❖ Verify the final docket text.
- ❖ Carefully verify the final docket text. This is your last opportunity to change this entry before addition to the case.
- ❖ If correct, click [**Continue**].
- ❖ If the final docket text is incorrect:

Click on your browser's [**Back**] button to find the screen to be modified.

To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The NOTICE OF ELECTRONIC FILING SCREEN displays.
(See Figure 13)

File a Motion:

[17-40013 Bernadette W. Roundtree](#) **Post-Reform Case Filed on: 07/19/2017**

Type: bk	Chapter: 13 v	Office: 4 (St. Louis)
Assets: y	Judge: kss	Case Flag: DebtEd

U.S. Bankruptcy Court

Eastern District of Missouri (Test)

Notice of Electronic Filing

The following transaction was received from Attorney Tester entered on 8/25/2017 at 4:04 PM CDT and filed on 8/25/2017

Case Name: Bernadette W. Roundtree

Case Number: [17-40013](#)

Document Number: [23](#)

Docket Text:

Motion to Extend Time to File Schedules, Statements and Plan Filed by Debtor Bernadette W. Roundtree (Tester, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:Motion to Extend Time.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1031339175 [Date=8/25/2017] [FileNumber=85522-0]
[590720b08844d1e12c66b85a81eb376a656435f20eef89b0ad80f0a98227d6cd992cf
5ba10198ded9e05b02c41a194d361c7af09c228a55a2f7dd5fa93aa1ef6]]

Figure 13

- ❖ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database.
- ❖ To print a copy of this notice, click on the browser **[Print]** icon.
- ❖ To save a copy of the notice, click **[File]** on the browser menu bar and select **Save As** option.