

United States Bankruptcy Court
Eastern District of Missouri

Filing a Motion to Sell

The Bankruptcy Court has decided to create a CM/ECF event titled Motion to Sell effective December 1, 2020. The two current CM/ECF events titled Motion to Sell Non-Real Estate and Motion to Sell Property Free and Clear of Liens under 11 USC 363(f) will no longer be used. The new Motion to Sell CM/ECF event will be used to file all motions to sell on or after December 1, 2020, replacing the two current CM/ECF events. This training document details the steps for filing a Motion to Sell using the new CM/ECF Event.

Step #1 - The CM/ECF event pathway to file this motion is Bankruptcy → Motions/Applications → Motion to Sell

Step #2 - The Motion to Sell event allows the filer to add hearing information if it is part of the pleading. Then select continue.

[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.

Hearing Date:  Hearing Time: 

Location: Hearing Judge:

Step #3 - The filer will select the party that they represent. If the party that is being represented is not listed, select Add/Create New Party. Once the appropriate party is highlighted, select continue.

Select the Party:

Fruit and Veggie Store, [Debtor] ▲
Office of US Trustee, [U.S. Trustee] ▼

[Add/Create New Party](#)

Step #4 - The following screen will be used to attach your pleading. Once your pleading is attached, select continue.

Filename
 No file chosen
Attachments to Document: No Yes

Step #5A - If the item being sold is Real Estate, the filer should select Yes and then select continue.

Is the item you propose to sell Real Estate?
 ▾

Step #6A - The following screen will appear, reminding the filer about the filing fee associated with this motion. The filer should select continue.

Fee: \$188

IMPORTANT: There is a filing fee associated with the filing of this motion. This filing fee can be paid online using the CM/ECF credit card module.

Step #7A - On the following screen the filer will enter the specific description of the item(s) being sold. The information entered in the text box will appear in the docket text. Once the text box information has been entered, select continue.

Enter the specific description of the item(s) being sold:

Step #8A - On the following screen the filer is asked if a Certificate of Service is part of the pdf attachment(s). The filer should answer this question and select continue.

Is a Certificate of Service a part of the pdf attachment(s)?

Step #9A - The docket text will appear for the pleading and the filer will need to select continue.

The following screens appear if the filer has answered “No” to Step #4A above, but the item does have a lien or liens attached.

Step #5B - If the item being sold is not Real Estate, then select No and select continue.

Is the item you propose to sell Real Estate?

Step #6B - If the item you propose to sell has any liens attached, then select Yes and select continue.

Does the item you propose to sell have any liens?

Step #7B - The following screen will appear, reminding the filer about the filing fee associated with this motion. The filer should select continue.

Fee: \$188
IMPORTANT: There is a filing fee associated with the filing of this motion. This filing fee can be paid online using the CM/ECF credit card module.

Step #8B - On the following screen the filer will enter the specific description of the item(s) being sold. The information entered in the text box will appear in the docket text. Once the text box information has been entered, select continue.

Enter the specific description of the item(s) being sold:

Step #9B - On the following screen the filer is asked if a Certificate of Service is part of the pdf attachment(s). Once this question is answered, the filer should select continue.

Is a Certificate of Service a part of the pdf attachment(s)?

▼

Step #10B - The docket text will appear for the pleading and the filer will need to select continue.

The following screens appear if the filer has answered “No” to Step #4A above, and the item has no lien or liens attached.

Step #5C - If the item being sold is not Real Estate, then select No and select continue.

Is the item you propose to sell Real Estate?

▼

Step #6C - If the item being sold has no liens attached, then select No and select continue.

Does the item you propose to sell have any liens?

▼

Step #7C - On the following screen the filer will enter the specific description of the item(s) being sold. The information entered in the text box will appear in the docket text. Once the text box information has been entered, select continue.

Enter the specific description of the item(s) being sold:

Continue

Clear

Step #8C - On the following screen the filer is asked if a Certificate of Service is part of the pdf attachment(s). The filer should answer this question and select continue.

Is a Certificate of Service a part of the pdf attachment(s)?

Yes ▼

Continue

Clear

Step #9C - The docket text will appear for the pleading and the filer will need to select continue.

Questions regarding CM/ECF can be directed to the **CM/ECF Helpdesk: 1-866-803-9517**