

# MOTION FILING

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## Applicable Local Rules

Please review the local rules regarding motion filings.

Local Rule 9013-1. Motions - Form
Local Rule 9013-2. Motions – Service and Notice
Local Rule 9006-1. Time Periods

## Courtroom Deputy

Contact the Courtroom Deputy for the judge assigned to the case to obtain a hearing date and time.

Chief Judge Katherine A. Constantine – contact <a href="mailto:mnb_constantine_hearings@mnb.uscourts.gov">mnb_constantine_hearings@mnb.uscourts.gov</a>
Judge Michael E. Ridgway – contact <a href="mailto:mnb_ridgway_hearings@mnb.uscourts.gov">mnb_ridgway_hearings@mnb.uscourts.gov</a>
Judge William J. Fisher – contact <a href="mailto:mnb_fisher_hearings@mnb.uscourts.gov">mnb_fisher_hearings@mnb.uscourts.gov</a>
Judge Kesha L. Tanabe – contact <a href="mailto:mnb_tanabe_hearings@mnb.uscourts.gov">mnb_tanabe_hearings@mnb.uscourts.gov</a>

## Motion Requirements

A complete motion must include the following documents:

A Notice of Hearing and Motion (must substantially comply with Local Form 9013-1.)
Memorandum of Facts and Law
If facts are at issue, a verification of motion or exhibits
Proposed Witness List, if applicable
Proposed Order
Proof of Service, if required


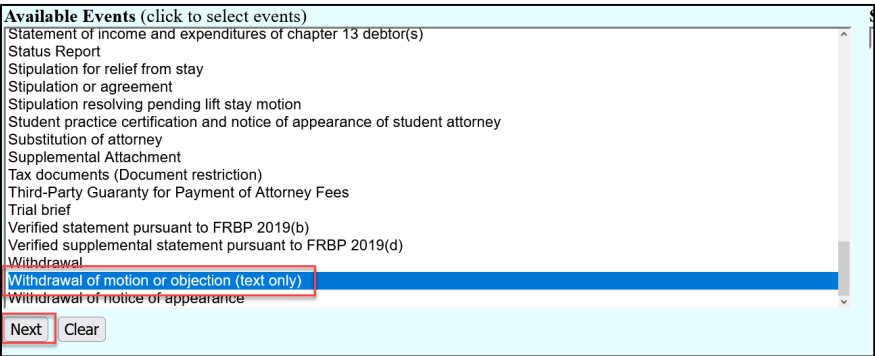
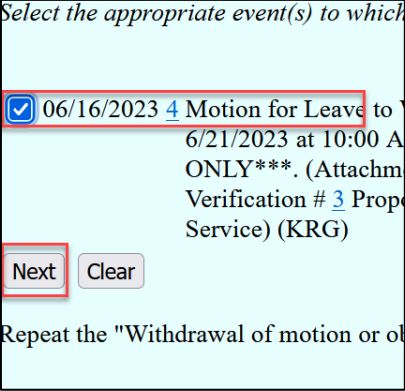
Separating attachments

When filing the above required documents, please follow the steps below to file them as separate attachments to the main motion document.

<p>1. When uploading a document, select the main document as the file to upload.</p> <p>Then select the Yes to attach documents.</p> <p>Click Next.</p>	<p><b>Date filed</b> 6/16/2023</p> <hr/> <p><b>Filename</b> Browse... Motion.pdf</p> <p><b>Attachments to Document:</b> <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <hr/> <p><b>Next</b> <b>Clear</b></p>
<p>2. Add each additional document to the list as attachments.</p> <p>1. Locate the file.</p> <p>2. Add a description using either the category drop down menu <b>OR</b> the description box.</p> <p>3. Select Add to List to upload file.</p> <p>Repeat steps 1-3 until all attachments have been added.</p> <p>Click Next to move forward in docketing.</p>	<p><b>Select one or more attachments.</b></p> <p>1) Select the PDF document that contains the attachment.</p> <p><b>Filename</b> Browse... Memorandum of Law.pdf</p> <hr/> <p>2) Fill in the fields below.</p> <p><b>Category</b> Memorandum of law and/or <b>Description</b> Memorandum of Law</p> <hr/> <p>3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.</p> <p><b>Add to List</b></p> <p><b>Remove from List</b></p>

Withdrawal of Motion or Objection

Utilize the instructions below to file a withdrawal of motion or objection, which is a text-only event to convey the withdrawal to the court and other parties involved in the matter. Attorneys should pay careful attention when linking the text only entry to the motion or objection they wish to withdraw.

<p>1. Under the Bankruptcy tab, go to Post-Petition Events &gt; Other case Events.</p>	 <p><b>Post-Petition Events</b>  <a href="#">Add creditor to matrix</a>  <a href="#">Appeals (bankruptcy)</a>  <a href="#">Applications (bankruptcy)</a>  <a href="#">Conversions</a>  <a href="#">Debtor Certifications</a>  <a href="#">Motions (bankruptcy)</a>  <a href="#">Motions (Chapter 11 First Day Only)</a>  <a href="#">Notices (bankruptcy)</a>  <b>Other Case Events</b>  <a href="#">Plan/Disclosure Statement</a></p>
<p>2. Select Withdrawal of Motion or Objection.  Click Next.</p>	 <p><b>Available Events</b> (click to select events)  Statement of income and expenditures of chapter 13 debtor(s)  Status Report  Stipulation for relief from stay  Stipulation or agreement  Stipulation resolving pending lift stay motion  Student practice certification and notice of appearance of student attorney  Substitution of attorney  Supplemental Attachment  Tax documents (Document restriction)  Third-Party Guaranty for Payment of Attorney Fees  Trial brief  Verified statement pursuant to FRBP 2019(b)  Verified supplemental statement pursuant to FRBP 2019(d)  Withdrawal  <b>Withdrawal of motion or objection (text only)</b>  Withdrawal of notice of appearance</p> <p>Next Clear</p>
<p>3. Select the correct motion to be withdrawn.  Click Next.</p>	 <p>Select the appropriate event(s) to which</p> <p><input checked="" type="checkbox"/> 06/16/2023 4 Motion for Leave to  6/21/2023 at 10:00 A  ONLY***. (Attachm  Verification # 3 Prop  Service) (KRG)</p> <p>Next Clear</p> <p>Repeat the "Withdrawal of motion or ob</p>