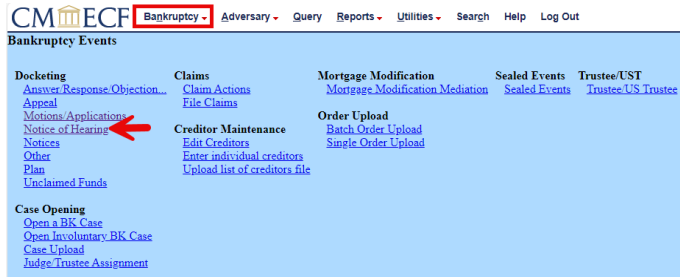


# DOCKETING A NOTICE OF HEARING IN CM/ECF

1. Click on Bankruptcy or Adversary menu and Notice of Hearing category.



2. Enter Case Number, click Find This Case, if needed. Click Next.

The screenshot shows the 'File a Notice of Hearing' form. The 'Case Number' field contains '24-21'. The 'Find This Case' button is highlighted in yellow. Below the form are 'Next' and 'Clear' buttons.

3. Choose a Notice of Hearing event from the list. Click Next.

The screenshot shows the 'File a Notice of Hearing' event selection screen. The case number '24-21' is entered in the search field. The 'Available Events' list includes 'Continued Hearing (Notice of)', 'Emergency/Expedited Hearing (Notice of)', 'Hearing on Compromise (Notice of)', 'Hearing on Motion (Notice of)', 'Hearing on Objection (Notice of)', 'Hearing on Settlement (Notice of)', 'Hearing on Stipulation (Notice of)', 'Rescheduled Hearing (Notice of)', 'Scheduling Conference (Notice of) (Judge Collies Only)', and 'Status Hearing (Notice of)'. The 'Hearing on Objection (Notice of)' event is selected. 'Next' and 'Clear' buttons are at the bottom.

4. Select an existing party or Add/Create New Party. Click Next.

The screenshot shows the 'File a Notice of Hearing' party selection screen. The case number '24-21' is entered. The 'Please select the filer.' section is active. The 'Select the Party:' dropdown menu is open, showing 'FORD, JILL H. [Trustee]', 'MASON, BARBARA [Debtor]', and 'U.S. TRUSTEE, [U.S. Trustee]'. The 'Add/Create New Party' link is highlighted. 'Next' and 'Clear' buttons are at the bottom.

5. Click Choose File to upload a document. Click the Yes radio dial to upload attachments. Click Next.

## DOCKETING A NOTICE OF HEARING IN CM/ECF

**File a Notice of Hearing :**

[2:24-bk-00021-EPB BARBARA MASON](#)

Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

**Filename**  
 No file chosen

**Attachments to Document:**  No  Yes

6. Select a category, enter filed dates or document number to find the document to relate the Notice of Hearing. Click Next.

**File a Notice of Hearing :**

[2:24-bk-00021-EPB BARBARA MASON](#)

Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

Select the category to which your event relates.

answer  
appeal  
audio  
auditor  
caseupld  
claims  
cmp  
court  
cridtrd  
docprep

Filed  to

Documents  to

7. Place a checkmark next to the related document. Click Next.

**File a Notice of Hearing :**

[2:24-bk-00021-EPB BARBARA MASON](#)

Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

Select the appropriate event(s) to which your event relates:

02/29/2024 1 Chapter 7 Voluntary Petition for Individuals, Schedules and Statements (except for those listed below). Failure to timely upload the list of creditors, may result in dismissal of the case without further notice. Electronic Filing Declaration due 03/21/2024, filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON (Test, Carol)

02/29/2024 2 Meeting of Creditors scheduled for 4/1/2024 at 08:30 AM via Zoom - Anderson. Complaints under Sections 727 or 523 due by 5/31/2024. (Test, Carol)

02/29/2024 Paid Installment Payment. Fee Amount \$150.00 filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON. (related document(s) 1 Voluntary Petition (Chapter 7)) (Test, Carol)

07/11/2024 3 Motion to Approve Sale filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON. (EMD)

8. The next screen(s) may provide instructions on how to proceed. Please review. Click Next.

## DOCKETING A NOTICE OF HEARING IN CM/ECF


9. Select the hearing date from the dropdown menu. The date and time should match what was provided by the Courtroom Deputy. It should include the hearing matter and may also list the filer's name. Once selected, the date/time/location fields will automatically populate. If the date and time of the hearing in the dropdown does not match, **discontinue docketing**, and contact the appropriate Courtroom Deputy for further instruction.

**File a Notice of Hearing :**

2:24-bk-00021-EPB BARBARA MASON  
Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

Hearing Information - Required

You must input the hearing date, time and location that is stated in the document being filed.  
Please select from the following hearings [Chamber Presets](#)

[Please select from the following hearings](#)  
07/11/2024 - 01:30 PM - MOTION TO APPROVE SALE (CAROL WILL TEST) 

Hearing Date:   
Location:

Select docket entries which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
<input type="checkbox"/> 07/11/2024	2	Motion to Approve Sale filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON. (EMD)

[Next](#) [Clear](#)

**File a Notice of Hearing :**

2:24-bk-00021-EPB BARBARA MASON  
Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

Hearing Information - Required

You must input the hearing date, time and location that is stated in the document being filed.  
07/11/2024 - 01:30 PM - MOTION TO APPROVE SALE (CAROL WILL TEST) [Chamber Presets](#)

Hearing Time:  01:30 PM  
Hearing Date:  07/11/2024  
Location:  Telephonic Hearing

Select docket entries which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
<input type="checkbox"/> 07/11/2024	2	Motion to Approve Sale filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON. (EMD)

[Next](#) [Clear](#)

10. The Notice of Hearing *must* be associated with the docket entry/entries that are the subject of the hearing by placing a checkmark next to the appropriate entry. **This is an important step as it ensures the hearing will be calendared properly.** After checking the associated entry/entries, click Next.

**File a Notice of Hearing :**

2:24-bk-00021-EPB BARBARA MASON  
Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

Hearing Information - Required

You must input the hearing date, time and location that is stated in the document being filed.  
07/11/2024 - 01:30 PM - MOTION TO APPROVE SALE (CAROL WILL TEST) [Chamber Presets](#)

Hearing Time:  01:30 PM  
Hearing Date:  07/11/2024  
Location:  Telephonic Hearing

Select docket entries which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
<input checked="" type="checkbox"/> 07/11/2024	2	Motion to Approve Sale filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON. (EMD)

[Next](#) [Clear](#)

11. Modify the docket text, as needed. Click Next. Review the final text. Click Next to submit.

**File a Notice of Hearing :**

2:24-bk-00021-EPB BARBARA MASON  
Type: bk Chapter: 7 v Office: 2 (Phoenix)  
Assets: n Judge: EPB Case Flag: BKFeeDue

Docket Text: [Modify as Appropriate](#)  
Notice of Hearing filed by Carol Will Test of Carol's Office on behalf of BARBARA MASON (related document(s)) [2] Motion to Approve Sale Hearing set for 7/11/2024 at 01:30 PM at Telephonic Hearing (Text, Carol)

[Next](#) [Clear](#)